

# USC Viterbi

School of Engineering

T/TT Hiring Guidelines  
Revised January 10, 2018

Questions about this document and the faculty hiring process  
can be directed to the Viterbi Faculty Affairs office.

# Contents

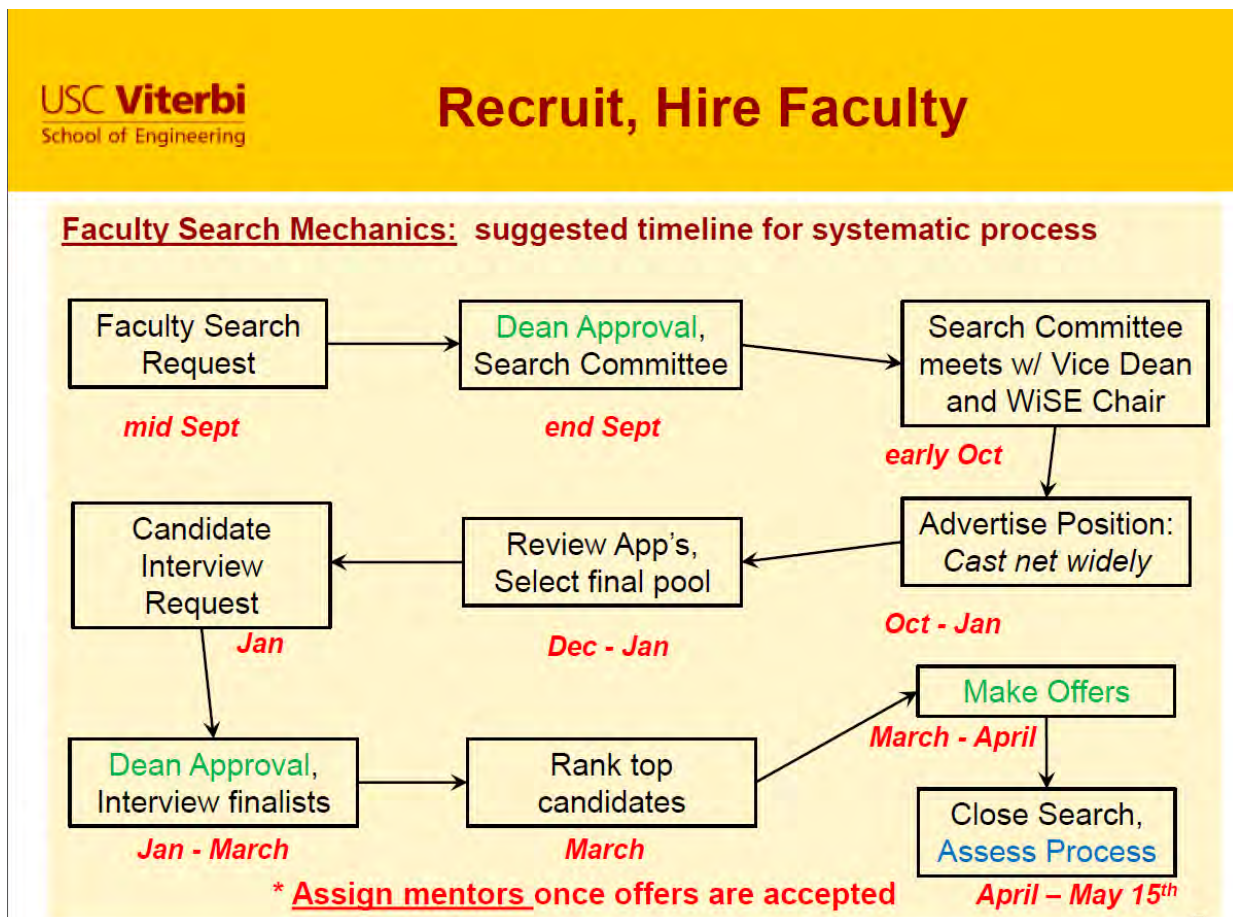
General Timeline and Workflow .....	4
Required Systems Access.....	8
Faculty Applicant Manager (FAM) .....	8
Workday.....	8
myViterbi.....	10
FSMS (Faculty Salary Management System).....	10
Resources .....	11
Step 1: Get Approval to Begin the Search Process .....	12
Job Posting Language .....	12
Step 2: Submit the WD/PA7 Requisition Form .....	15
Guidelines for each of the fields on the form and required attachments.....	15
Step 3: Create the Workday requisition .....	17
Step by Step: Creating the Requisition in Workday.....	17
Step 4: Create Position in FAM .....	22
Explanation of Fields in the Create Position Screen in FAM .....	24
Setting up Default Email Messages.....	27
Setting up Disciplines in FAM.....	28
Modifying Positions in FAM .....	30
Activate Position in FAM.....	30
Step 5: Post Job in Workday and Make the Position Live in the USC Careers Job Site.....	31
Step 6: Advertise the Position Externally.....	33
Step 7: Department Reviews Candidates, Identifies Short List for Dean’s Approval, and Interviews Final Candidates .....	34
Managing Applications.....	34
Reviewing Candidates .....	35
Submitting a Short List and Memo .....	35
Interviewing Final Candidates.....	36
Step 8: Department Negotiates Terms of Offer .....	37
Informal Offers.....	37
Step 9: Receipt of Signed Offer Letter .....	39
Child Requisitions:.....	39
Step 10: Department Finalizes the Hire in FAM.....	40

Step 11: Unpost the Requisition in Workday and Close the Position in FAM .....	43
Unpost the Requisition in Workday.....	43
Notify Applicant Pool and Close the Position in FAM.....	44
Step 12: Submit the Mini-Dossier to Viterbi Faculty Affairs .....	45
Appendix A: FAM User Access Form and Confidentiality Agreement .....	46
Appendix B: New Faculty Search Request Form.....	48
Appendix C: VSoE WD/PA7 Requisition .....	51
Appendix D: Casting the Net Widely.....	52
Appendix E: Terms of Offer Form .....	55
Appendix F: Recommendation for Appointment Form .....	56
Appendix G: Viterbi Best Practices .....	57
Appendix H: WiSE Representation on Faculty Interviews .....	58
Appendix I: Provost’s Assistant Professor Fellowship .....	61

## General Timeline and Workflow

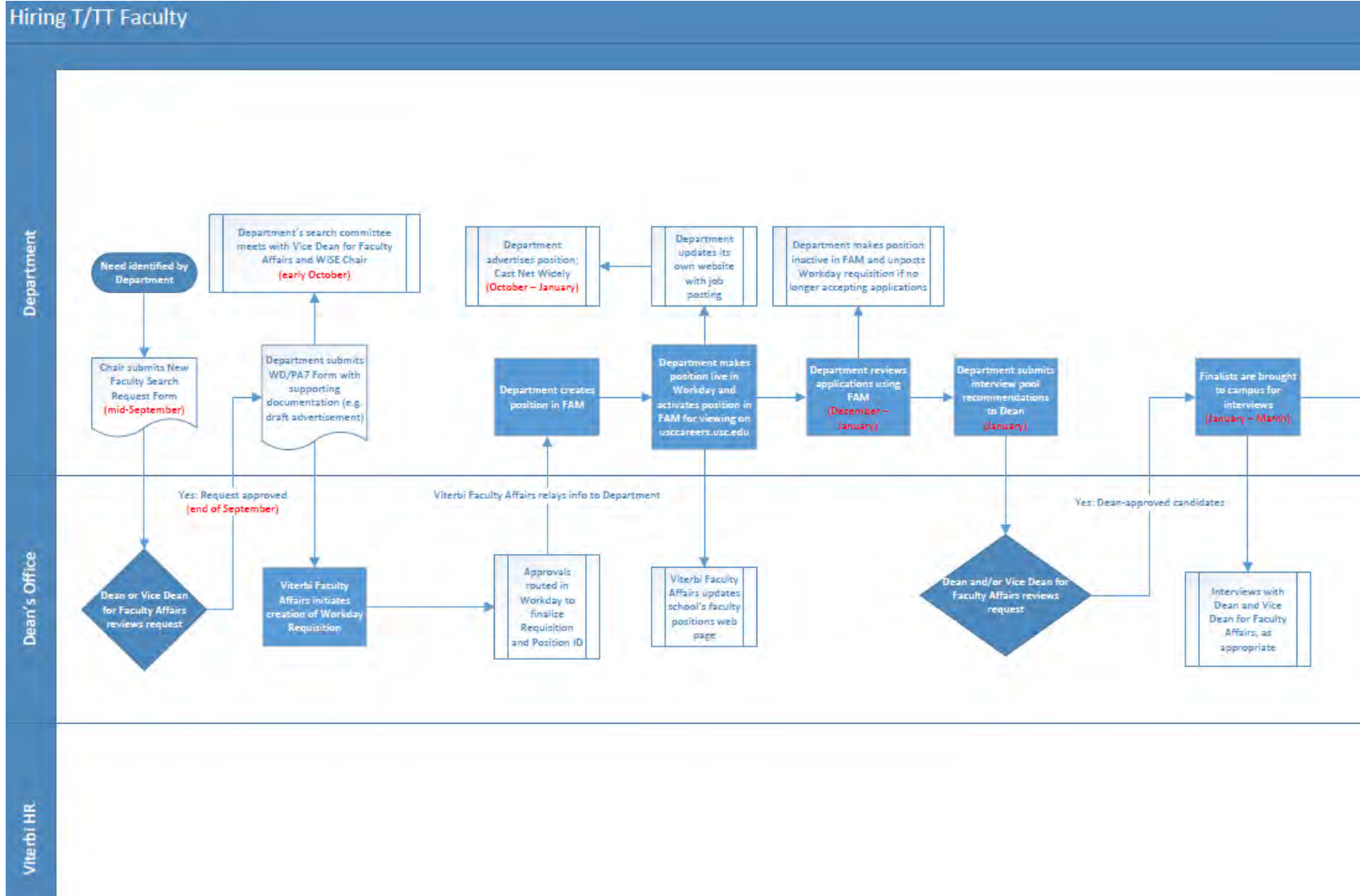
Hiring tenure or tenure-track faculty is typically a multi-step, year-long process that begins in the fall prior to the new academic year of hire and involves the department, the Dean's Office, Viterbi Human Resources, the Provost's Office (as appropriate), WiSE (as appropriate), and other offices as the circumstances require. If situations dictate a hiring process that falls outside the scope of normal procedures, please contact the Vice Dean for Faculty Affairs to consult on how best to move forward.

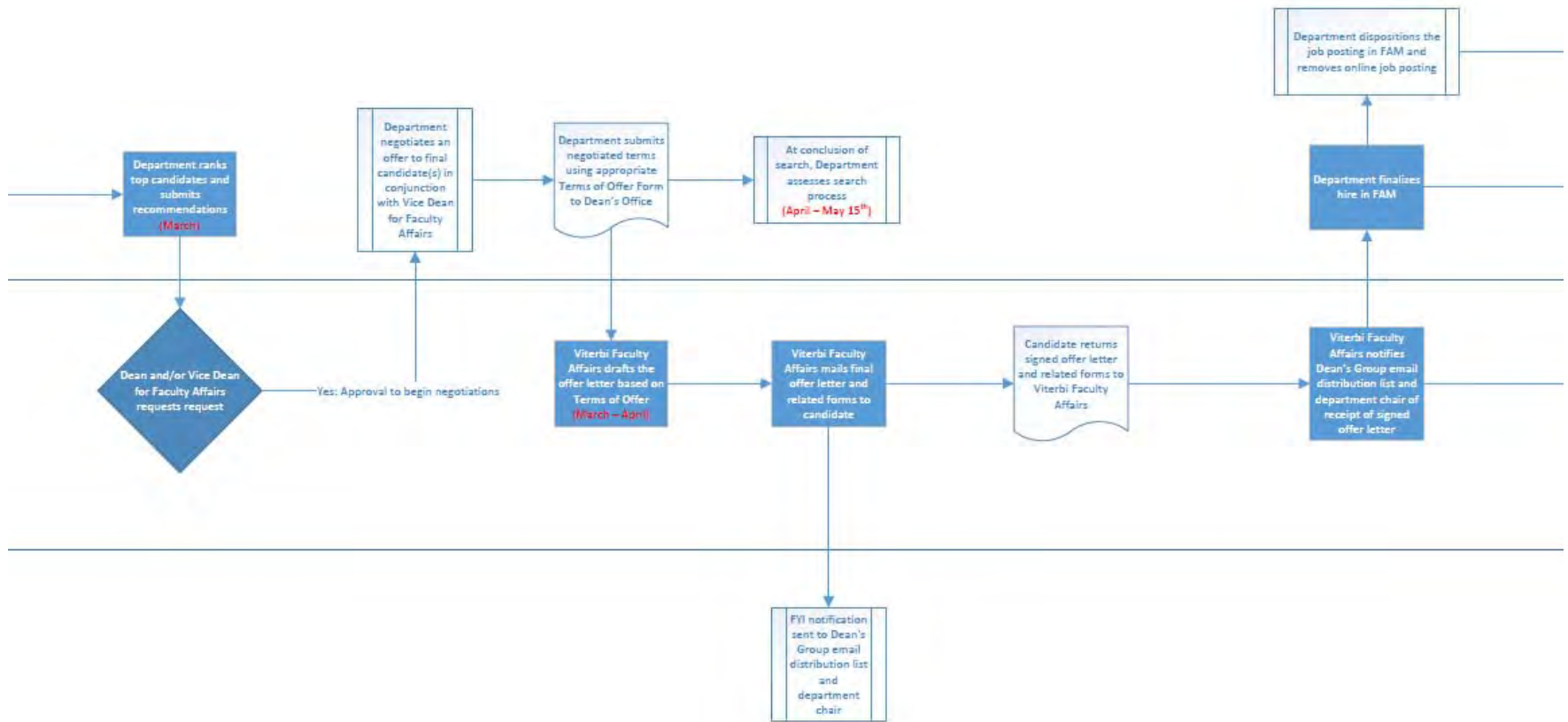
The timeline below provides a general outline of the hiring process.



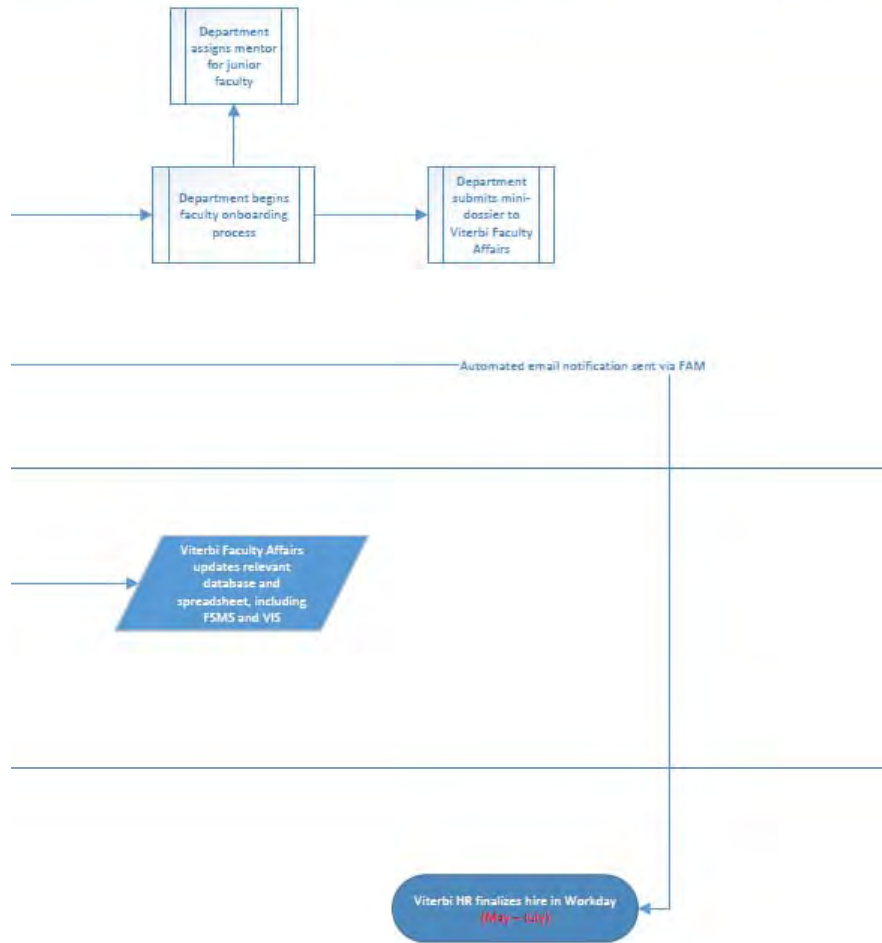
The workflow below illustrates the major activities, decision points, and sub processes that are critical to the hiring process from first determining a need to begin a search to processing the final hire in Workday.

# Hiring T/TT Faculty





Single Candidate or Parent Requisition



## Required Systems Access

Faculty hiring involves a number of university systems. More information about each system and instructions on gaining access are below.

- Faculty Applicant Manager (FAM)
- Workday
- myViterbi (Document Repository: Viterbi Dean Forms and Documents for Administrators)
- FSMS

### Faculty Applicant Manager (FAM)

This cloud-based system (<http://facultypositions.usc.edu/>) is managed by the Office of the Vice Provost for Academic and Faculty Affairs. To get access, the User Access Form and Confidentiality Agreement must be signed by the staff member and department chair. See Appendix A. Signed documents then are forwarded to Viterbi Faculty Affairs for approval and processed in coordination with the Office of the Vice Provost for Academic and Faculty Affairs.

The forms are available in the Document Repository: Viterbi Dean Forms and Documents for Administrators in myViterbi as shown below.

		Viterbi IT Resources	Feature Request	Viterbi Service Desk	Logout
RECRUITING - eAccess Form (Rev. 2010)	Revised 2010. Hire completes top section of eAccess Form to complete pre-hire. Please attach to appropriate link in FAM Manage Applicant Hire.			08/17/2017 10:06:48 AM	Edit X
RECRUITING - FAM - Sample language to instruct faculty on how to access FAM	Revised 8/11/2017. Sample template that can be modified to provide guidance to the members of the faculty review committee on how to access FAM and review applications.			08/11/2017 05:22:52 PM	Edit X
Teaching Faculty Load Profile	Revised 08/2016. Revised 8/2016. Any work assigned in excess of the customary load profile should be considered an overload and discussed with the Dean's Office prior to offering the extra assignment to the faculty member.			08/11/2017 05:18:25 PM	Edit X
T-TT Faculty Load Profile	Revised 8/2016. Any work assigned in excess of the customary load profile should be considered an overload and discussed with the Dean's Office prior to offering the extra assignment to the faculty member.			08/11/2017 05:18:07 PM	Edit X
PAYROLL - Faculty Overload Form	Revised 05/2009. For information on what constitutes an overload, please refer to the documents explaining customary faculty load profiles available in this repository.			08/11/2017 05:17:04 PM	Edit X
Staff Teaching w Provost Memo	Revised 12/2015. Staff can teach no more than 1 class year year and only with approval from the staff member's supervisor and all other customary approvals. Contact Viterbi Faculty Affairs about questions about what to include in the the memo.			08/11/2017 04:47:54 PM	Edit X
RECRUITING - WORKDAY - Creating a Job Requisition	Revised 5/1/2017. Annotated Quick Resource Guides provided by University HR. The annotations are specific to Viterbi's processes.			08/11/2017 12:48:55 PM	Edit X
RECRUITING - FAM - Hiring Faculty Using FAM	Retrieved 8/9/2017 from Deans' Portal. Documentation provided by the Provost's Office on using FAM to collect and review faculty applications.			08/11/2017 09:16:17 AM	Edit X
RECRUITING - FAM - User access form	Revised 6/19/2017. This user access form, along with the FAM Confidentiality Agreement, must be submitted to Viterbi Faculty Affairs to be granted or edit access for FAM.			08/11/2017 09:16:05 AM	Edit X
RECRUITING - FAM - FAM Confidentiality Agreement	Revised 7/31/2013. This agreement must accompany the FAM User Access Form when requesting a new user to FAM. The agreement and form should be sent to Viterbi Faculty Affairs.			08/11/2017 09:15:55 AM	Edit X
RECRUITING - Posting Waivers	Revised 4/22/2015. Instructions on how to request a posting waiver under specific circumstances.			08/10/2017 06:43:02 PM	Edit X
PAYROLL - Overload Request Form	Revised 05-2009 - Fillable			08/10/2017	Edit X

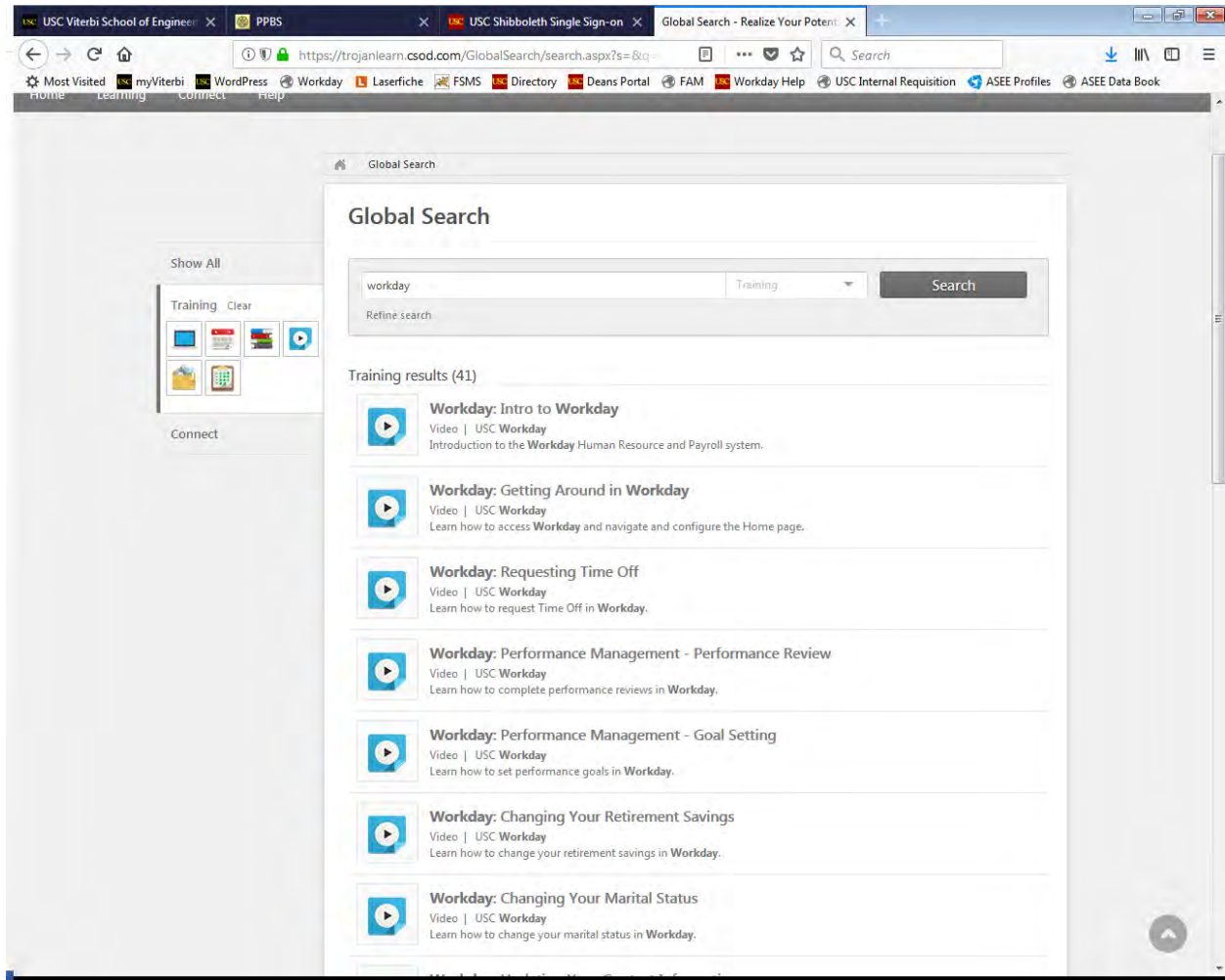
### Workday

Workday (<https://wd5.myworkday.com/usc/login.flex>) is the university's human resources system and is where faculty postings originate and where faculty are hired into their unique position ID.



Coordinate with your department’s liaison in the Viterbi HR office to determine what training is appropriate for your specific responsibilities. At least one person in your department must have the appropriate Workday positions to be set up as the Primary Recruiter for Workday faculty positions.

Online training can be found in TrojanLearn, which is accessible via the USC Employees page at <http://www.usc.edu/employees>.



Workday Help (<http://workday.help.usc.edu>) has some Quick Resource Guides (QRG) that may be helpful in navigating or figuring out certain Workday functionalities.

The best way to find resources specific for faculty, is to type “faculty” in the Search function.

The screenshot shows a web browser window with the URL [workdayhelp.usc.edu/?s=faculty](http://workdayhelp.usc.edu/?s=faculty). The page title is "Workday Help" and it features the USC University of Southern California logo. The navigation bar includes links for "Help for employees", "Help for managers", and "Help for HR professionals". The main content area displays search results for "faculty" with the following items:

- Create Job Requisition (for faculty positions)**  
Last updated May 11, 2017 Before you begin Evergreen Requisitions are not used for faculty position postings. If you are creating a "parent requisition" for... [Read more >](#)
- Post and Unpost Job (for staff and faculty positions)**  
Last updated May 3, 2017 Before you begin Recruiters assigned to the Supervisory Organization may post and unpost a requisition from the requisition view only... [Read more >](#)
- Redirect internal candidates who mistakenly apply through the external career site**  
Last updated November 9, 2017 In this guide Identify internal candidates Disposition candidates Redirect candidates to apply internally in Workday Steps Identify internal candidates 1... [Read more >](#)
- Create Staff Evergreen Requisition**

## myViterbi

MyViterbi (<http://myviterbi.usc.edu>) is Viterbi's intranet resource. Access is via a Shibboleth logon. Access to different modules will depend on your specific responsibilities at your department. To gain access to the Viterbi Dean Forms and Documents for Administrators document repository, please contact the Viterbi Faculty Affairs office.

## FSMS (Faculty Salary Management System)

FSMS is the university's official record of faculty salaries and contracts. Every faculty member on payroll must have a salary contract or letter for every year of employment. Access to the system is coordinated between the Dean's Office, the Office of the Vice Provost for Academic and Faculty Affairs, and University payroll. Contact the Office of the Vice Provost for Academic and Faculty Affairs for instructions on how to apply for access to FSMS as procedures change intermittently.

A video training on access to the system is available online at <http://aisweb.usc.edu/Services/EmploymentSSvid2.html>

Handouts and user guides to FSMS are available in myViterbi in the Viterbi Dean Forms and Documents for Administrators document repository. Ad hoc training also is available upon request to the Viterbi Dean's Office.

## Resources

The three major policy manuals that department staff who are responsible or involved in faculty hiring should be familiar with are:

- UCAPT Manual (<http://policy.usc.edu/faculty/appointments-promotions-tenure-ucapt-manual/>)
- Faculty Handbook (<http://policy.usc.edu/faculty/faculty-handbook/>)
- VSoE APT Guidelines (<https://viterbischool.usc.edu/wp-content/uploads/2016/12/APTGuidlines.pdf>)

## Step 1: Get Approval to Begin the Search Process

To begin the hiring process, the department identifies a need and requests approval from the Dean to begin the search process. The department chair submits by email the “New Faculty Search Request Form” and a draft job advertisement to the Vice Dean for Faculty Affairs. Both the approved form and draft job posting language are necessary to create the requisition in Workday.

The New Faculty Search Request Form is available in the Viterbi Dean Forms and Documents for Administrators document repository in myViterbi. See Appendix B. Once the request is reviewed, and if approved, the department can begin the search process starting with creating the necessary Requisition ID and related Position ID in Workday.

Faculty Affairs Documents	Requirements and tasks for Departments 10-20-10	Viterbi IT Resources	Feature Request	Viterbi Service Desk	Logout
Faculty Onboarding Guidelines	Revised 04/22/2015			10/24/2016 09:13:45 AM	Edit X
Faculty Teaching in Other School or Department	Revised 12-2016			04/22/2015 02:39:41 PM	Edit X
Faculty Teaching Less Than Full Time - UPDATED GUIDELINES	Revised September, 2017. Provides Guidance on Part-Time, Adjunct and Visiting faculty			12/12/2016 02:58:33 PM	Edit X
HIRING - (On-Campus) Faculty - Terms of Offer Research	Revised 06-06-13 - Fillable			09/07/2017 05:36:55 PM	Edit X
HIRING - Faculty Hiring workflow diagram	Revised 8/11/2017. Produced by Viterbi Faculty Affairs to highlight the major steps in the faculty hiring process. Specific questions or concerns about the process should be directed to Viterbi Faculty Affairs.			08/10/2017 06:34:28 PM	Edit X
HIRING - Faculty Offer Letter Template (for Non-Practitioners)	Updated September 8, 2017. For use when making offers to full-time faculty only.			08/18/2017 01:21:27 PM	Edit X
HIRING - FSMS PT Contracts, Workflow and Guide	Powerpoint Presentation from Debora Chan-Southwell of the Office of the Provost (presented November 15, 2017) detailing proper procedures to generate part time lecturer contracts in FSMS			09/28/2017 12:11:09 PM	Edit X
HIRING - New Faculty Search Request Form	UPDATED 09/2017. To be submitted to propose searches in T/TT and Teaching Tracks to Viterbi Faculty Affairs. Include PROPOSED Job Description as addendum.			11/20/2017 11:21:19 AM	Edit X
HIRING - PT Research Faculty Letter Template	Part-Time Faculty Research Offer Letter Rev 09-12-16			09/20/2017 11:47:02 AM	Edit X
				08/10/2017 06:25:43 PM	Edit X

## Job Posting Language

The University and Viterbi School of Engineering require specific language be included in job postings.

For all external job sites and job postings, the following language must be included in the job posting. Visit <http://equity.usc.edu/affirmative-action-and-vets-100-compliance/> for the most current language.

*USC is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other characteristic protected by law or USC policy. USC will consider for employment all qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring ordinance.*

Additionally, Viterbi asks departments to include the following language in at least postings for the USC Careers job site and when possible in external sites as budgets and space permit:

- *In addition to its commitment to faculty diversity, the USC Viterbi School of Engineering is committed to enabling the success of dual career families and fosters a family-friendly environment.*
- *Outstanding senior applicants who have demonstrated academic excellence and leadership, and whose past activities document a commitment to issues involving the advancement of women in*

science and engineering can be considered for the Lloyd Armstrong, Jr. Endowed Chair, which is supported by the Women in Science and Engineering (WISE) Program endowment.

- Applicants are encouraged to include a succinct statement on fostering an environment of diversity and inclusion.

Note that all postings should direct applicants to apply via the official job posting on the USC Careers job site (<http://usccareers.usc.edu>) by directing them to the specific URL for the job posting.

Example:

**Positions Available**

### Faculty Position

The University of Southern California, invites applications for tenure-track or tenured positions in the Department of Astronautical Engineering in the Viterbi School of Engineering. We seek outstanding faculty candidates for positions at any rank. The USC Viterbi School of Engineering is committed to increasing the diversity of its faculty and welcomes applications from women, underrepresented groups, veterans, and individuals with disabilities. Outstanding applicants who have demonstrated academic excellence and leadership, and whose past activities document a commitment to issues involving the advancement of women in science and engineering may also be considered for the Lloyd Armstrong, Jr. Endowed Chair, which is supported by the Women in Science and Engineering (WISE) Program endowment.

We invite applications from candidates knowledgeable in astronautical engineering, and will focus on a candidate's promise and/or track record during the review process. Areas of interest include but are not limited to space and rocket propulsion, astrodynamics, and space environment and science, with particular priority in the propulsion area. We are particularly interested in candidates at the associate and full professor ranks. We seek outstanding individuals who will participate in the university's research and engage with graduate and undergraduate students. Successful candidates will establish a strong, externally funded, research program of national prominence while contributing to the core teaching mission of the department. An earned doctorate in a field closely related to Astronautical Engineering is required.

Applications must include a letter clearly indicating area(s) of specialization, a detailed curriculum vitae, a concise statement of current and future research directions, a teaching statement, and contact information for at least four professional references. Applicants are encouraged to include a succinct statement on fostering an environment of diversity and inclusion. Please apply to <https://usccareers.usc.edu/job/los-angeles/open-rank-professor-of-astronautical-engineering/1209/6110908>. This material should be submitted by March 1, 2019; applications received after this date might not be considered. Interested individuals are welcome to contact Chair of the Faculty Search Committee, Professor Joseph Kunc ([kunc@usc.edu](mailto:kunc@usc.edu)). They are also encouraged to visit the website of the Department ([astronautics.usc.edu](http://astronautics.usc.edu)) for details on the department programs.

The USC Viterbi School of Engineering is among the top tier of engineering schools in the world. It counts 185 full-time, tenure-track faculty members, and is home to the Information Sciences Institute, two National Science Foundation Engineering Research Centers, a Department of Energy EFRC (Energy Frontiers Research Center), and the Department of Homeland Security's first University Center of Excellence, CREATE. The school is affiliated with the Alfred E. Mann Institute for Biomedical Engineering, the Institute for Creative Technologies and the USC Stevens Center for Innovation. Research expenditures typically exceed \$185 million annually.

*USC is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other characteristic protected by law or USC policy. USC will consider for employment all qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring ordinance.*

Job description on the department's website, but note that the applicant is directed to the USC Careers site to apply.



The screenshot shows the USC Careers website. At the top, there is a navigation bar with the USC logo and the text "Careers at USC". Below this is a search bar and a "Search all jobs" button. The main content area features a "Faculty" section with a quote from Michael Quick, Provost and Senior Vice President for Academic Affairs. Below this is a job listing for an "(Open Rank) Professor of Astronautical Engineering" in the Department of Astronautical Engineering, Los Angeles, California. The listing includes an "APPLY" button, social media sharing options (Facebook, LinkedIn, Twitter, Email), and a "Work With Me" section. A "Submit" button is also visible. At the bottom, there is a section for "Helpful information for applicants" with links for external and internal applicants.

Upon clicking the link, the applicant is directed to the USC Careers site, which has the proper USC branding and required notification language.

The applicant would then click on the "Apply" button to be directed to the FAM application site to submit his/her application.

The screenshot shows the USC Faculty Affairs Suite application form. The header includes the USC logo and the text "Faculty Affairs Suite". Below the header, there is a welcome message and a brief description of the application process. The form itself has several fields: "School" (set to USC Viterbi School of Engineering), "Positions" (set to (Open Rank) Professor of Astronautical Engineering), and "Rank(s)" with radio buttons for Professor, Associate Professor, and Assistant Professor. A "START APPLICATION" button is located below the form. At the bottom, there is a section for "Minimum browser requirements for this application" and a note about using navigational buttons.

## Step 2: Submit the WD/PA7 Requisition Form

Once the request to begin a faculty search is approved, the department must complete and submit the WD/PA7 Requisition form, which is found in the Viterbi Dean Forms and Documents for Administrators document repository in myViterbi. See Appendix C.

Document Name	Description	Last Modified	Action	Status
Recommendation for Appointment	Revised 8-2008 - Fillable	04/20/2015 11:46:23 AM	Edit	✗
Recommendation for Promotion	Revised 5-2010 - Fillable	04/20/2015 11:48:16 AM	Edit	✗
RECRUITING - eAccess Form (Rev. 2010)	Revised 2010. Hire completes top section of eAccess Form to complete pre-hire. Please attach to appropriate link in FAM Manage Applicant Hire.	08/17/2017 10:06:48 AM	Edit	✗
RECRUITING - FAM - FAM Confidentiality Agreement	Revised 7/31/2013. This agreement must accompany the FAM User Access Form when requesting a new user to FAM. The agreement and form should be sent to Viterbi Faculty Affairs.	08/11/2017 09:15:55 AM	Edit	✗
RECRUITING - FAM - Hiring Faculty Using FAM	Retrieved 8/9/2017 from Deans' Portal. Documentation provided by the Provost's Office on using FAM to collect and review faculty applications.	08/11/2017 09:16:17 AM	Edit	✗
RECRUITING - FAM - Sample language to instruct faculty on how to access FAM	Revised 8/11/2017. Sample template that can be modified to provide guidance to the members of the faculty review committee on how to access FAM and review applications.	08/11/2017 05:22:52 PM	Edit	✗
RECRUITING - FAM - User access form	Revised 8/19/2017. This user access form, along with the FAM Confidentiality Agreement, must be submitted to Viterbi Faculty Affairs to be granted or edit access for FAM.	08/11/2017 09:16:05 AM	Edit	✗
<b>RECRUITING - FT - VSoE WD/PA7 Requisition</b>	Revised 12-2015 - Fillable. For recruiting full-time faculty positions.	08/10/2017 06:32:25 PM	Edit	✗
RECRUITING - Posting Waivers	Revised 4/22/2015. Instructions on how to request a posting waiver under specific circumstances.	08/10/2017 06:43:02 PM	Edit	✗
RECRUITING - Procedure for Posting Faculty Positions	Procedure Updated Rev 1-28-16	08/10/2017 06:31:00 PM	Edit	✗

## Guidelines for each of the fields on the form and required attachments

WD Job Position/PA7 Requisition  
(to be used for full-time faculty positions)

Hiring Department: \_\_\_\_\_  
Hiring Manager: \_\_\_\_\_

Supervisory Org (Department Chair)	
Job Code - Job Profile	
Business Title (University Directory)	
Job Location (full name of building)	
Recruiting Start Date	
Target Hire Date (1/1 or 8/15)	
Region (10-digit department number)	
Is this requisition to be used for multiple hires?	
Salary	

Please email the following when submitting this form: (1) Faculty Job Announcement Word document approved by Vice Dean for Faculty Affairs (2) Preferred or Minimum Education and Experience

Provide names of Search Committee Members and Chair (for full-time T/TT, Research and Teaching searches):  
\_\_\_\_\_

Comments:  
\_\_\_\_\_

Approvals:  
Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**Hiring Department:** The name of the primary department

**Hiring Manager:** The name of the staff member who will serve as the Primary Recruiter in Workday. This person should have the appropriate permissions in Workday.

**Supervisory Org:** The name of the department chair of the primary department

**Job Code – Job Profile:** Enter the job code for the highest rank being recruited. For example, if the recruitment is for an “open rank” position (i.e., Assistant, Associate, or Full Professor rank), then the job code – job profile should be at the highest rank possible (e.g., 063008 – Professor (Tenured)).

- 063004 – Assistant Professor (Tenure-Track)
- 063006 – Associate Professor (Tenured)
- 063008 – Professor (Tenured)

**Business Title:** This is the position title as it should appear on the public posting on the USC Careers web site (<http://usccareers.usc.edu>). For a true open rank position (i.e., opening at assistant, associate, or full professor level), the default title is “(Open Rank) Professor of {Department}”. For example: (Open Rank) Professor of Aerospace and Mechanical Engineering.

**Job Location:** The name of the building where the department’s primary office is located.

**Recruiting Start Date:** The earliest date that the posting can go live on the USC Careers web site.

**Target Hire Date:** For a Spring semester start date, enter “1/1”. For a Fall semester start date, enter “8/16”.

**Region (10-digit department number):** The default 10-digit account number for your department.

**Is this requisition to be used for multiple hires?:** If more than one faculty member is expected to be hired, then the answer is “Yes” and this requisition creation request is considered a “parent” requisition. If the intention is to hire only one faculty member, then the answer is “No” and this requisition is a standard single hire posting.

**Salary:** Enter a range if known; otherwise, the default entry is “TBD”.

**Faculty Job Announcement Word document:** Attach the draft previously approved by the Vice Dean for Faculty Affairs that accompanied the request to conduct a faculty search.

**Preferred or Minimum Education and Experience:** Disregard when submitting this form for T/TT searches.

Once the form is approved, a fully executed copy will be provided to the department for its records.



### Step 3: Create the Workday requisition

Once the WD/PA7 form is fully executed, the Viterbi Faculty Affairs staff will initiate the process to create a Workday requisition for the search. Expedited requests can still take a few days to fully complete the process because of the number of approvals needed.

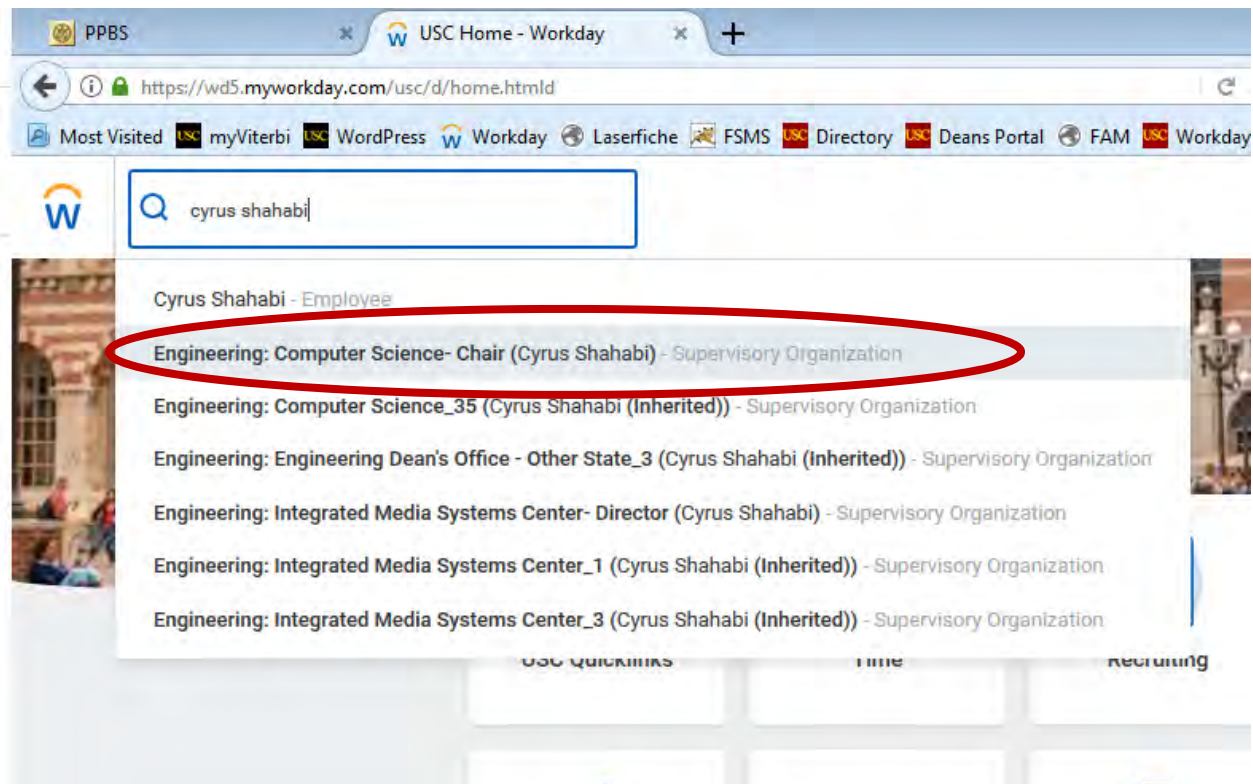
Once all of the approvals are received, the Viterbi Faculty Affairs staff will provide the Workday Requisition ID and related Position ID to the department's Hiring Manager (aka Primary Recruiter in Workday), as designated on the WD/PA7 form.

Note: Viterbi Faculty Affairs will not "push" the position to go live on the USC Careers site at this point because the position still needs to be created in FAM. Once the position in FAM is created and tied to the appropriate Workday Requisition ID, the department will have to go back into Workday to post the Workday Requisition on the USC Careers site. (See Step 5.)

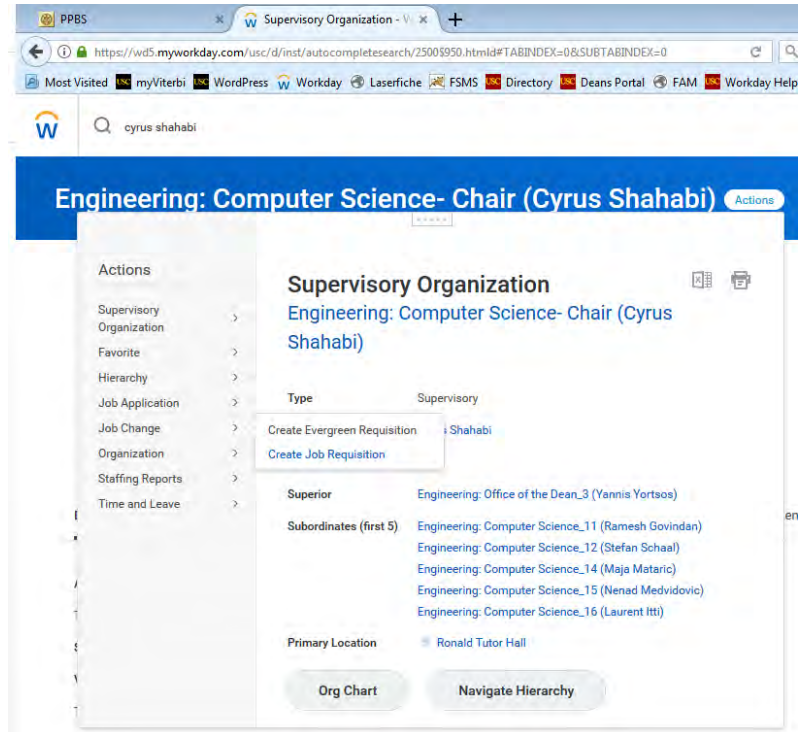
With the Workday Requisition ID, the department now creates the position in FAM to collect applications. (See Step 4.)

#### Step by Step: Creating the Requisition in Workday

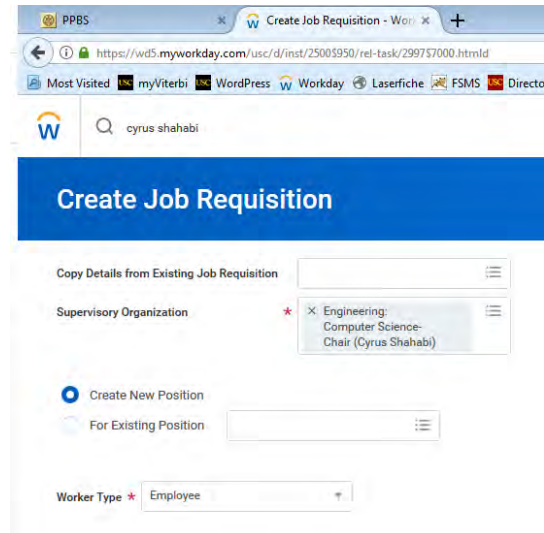
In Workday, search for the department chair (Example: Cyrus Shahabi) and select the option where he is the chair. The faculty member(s) who will eventually be hired into this position should be reporting to the department chair.



On the screen that appears, click on “Action” next to the department chair’s name in the header. A drop-down menu appears. Click on “Job Change” in the Actions menu and select “Job Requisition”.



The first step appears. Check that the supervisory org is for the “Chair” role. Select “Create New Position”. The correct value for Worker Type is “Employee”. Click the “OK” button.



The next screen shows up to identify Recruiting Information.

To edit the screen, click on the pencil icon.

**Number of Openings:** Leave Number of Openings as “1” even if this is a parent requisition (i.e. recruitment is for hiring multiple faculty).

**Reason:** For reason, the value is “Create Job Requisition > For Posting to USC Career Site > Post for competitive fill”.

**Replacement For:** Do not enter a value; leave the field blank.

**Recruiting Instruction:** Do not enter a value; leave the field blank.

**Recruiting Start Date:** The Recruiting Start Date is the date that you begin hiring for this position.

**Target Hire Date:** The Target Hire Date is when you expect to have the person start at the university. There should be at least 5 calendar days between the Recruiting Start Date and Target Hire Date.

**Target End Date:** Target End Date is a voluntary field. If this field is completed, the posting automatically will be removed from usccareers.usc.edu at midnight of the date entered in this field.

Click Next to get to the Job Details screen.

Click on the pencil to edit the screen.

**Job Posting Title:** Job Posting Title should be the title for how the position will be displayed. Example: (Open Rank) Professor of Computer Science. This should align with the Business Title in the WD/PA7 Requisition Form that initiated this requisition.

**Justification:** 1-3 sentences explaining the need for this position. Example: This is a parent requisition to hire multiple faculty at any rank in Computer Science.

**Job Profile:** Select the job code for the highest rank you are hiring. Example: If you are willing to hire an assistant professor, associate professor, or professor, then select the job code for the highest rank (e.g., professor). It’s always easier to justify hiring someone at a lesser rank than to justify hiring at a higher rank.

- 063008 – Professor (Tenured)
- 063006 – Associate Professor (Tenured)

- 063004 – Assistant Professor (Tenure Track)

**Job Description Summary:** leave blank

**Job Description:** Cut and paste the job posting language approved by the Dean’s Office. Read it over carefully to make sure that the formatting is correct and any dates or links are correct.

**Additional Job Description:** Enter “Viterbi School of Engineering: Program/Department”. Example: Viterbi School of Engineering: Department of Computer Science

This information will be used to determine how to filter this job posting on the usccareers.usc.edu site. In other words, the faculty posting will show up under “Viterbi School of Engineering” and the value displayed for the department or program will be whatever is after the colon. Otherwise, the default value is the supervisory organization.

**Worker Sub-Type:** Faculty

**Time Type:** Full time

**Primary Location:** Type in the building where the department resides. Example: Henry Salvatori. The Primary job posting location is filled in automatically.

**Additional Location:** leave blank

**Additional Job Posting Locations:** leave blank

**Scheduled Weekly Hours:** always “40” for full-time faculty

**Work Shift:** 40 hrs per wk (midnight to midnight)  
(United States of America)

Click “Next” to get to the next screen “Organizations”

**Company** and **Cost Center** are filled in automatically.

For **Region**, click on the pencil icon to select the correct value. Type in the department’s account number that will be charged for salary. Example: 050509000 (Computer Science).

The screenshot shows a web form titled "Organizations" with a dropdown arrow. It contains three main sections, each with a pencil icon for editing:

- Company:** The field is filled with "University of Southern California".
- Cost Center:** The field is filled with "1215009995 PAYROLL CLEARING ACCOUNT-ENGINEERING".
- Region:** The field is currently blank.

Click “Next” to get to the next screen “Attachments”. Attach the dean-approved Workday requisition request form and approved job posting language. These documents become part of the record and are available for viewing by those in the approval chain.

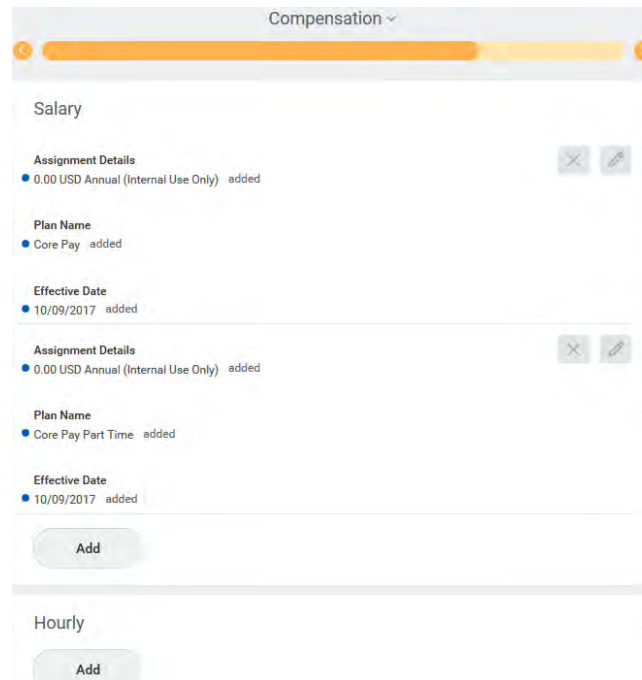
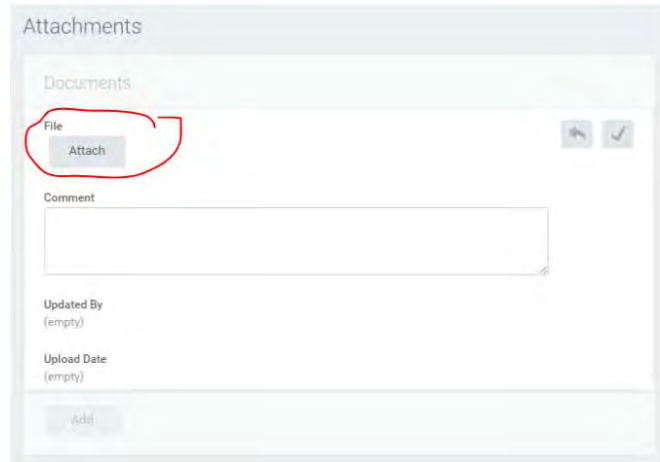
For **Comment**, write a short description to explain the nature of the documents. Example: Approved parent requisition request for multiple faculty hires in Computer Science [Note: applicable only if this requisition will serve as a parent requisition.]

Click “Next” to see the Compensation screen.

Delete the Salary values by click on the “X” icon. Compensation will vary depending on the final candidate’s (s’) qualifications. Therefore, it is premature to enter a value in this field.

Click “Next” to get to the next screen “Assign Roles”. Don’t put a value. Click “Next” to review the entire submission. If everything looks correct, hit the “Submit” button.

The requisition request will now continue along the approval chain.





## Step 4: Create Position in FAM

Once the department receives the Requisition Number and Position ID from Viterbi Faculty Affairs, the department has to create the position in FAM.

Before creating and activating a position in FAM, it is a best practice to take the time to think through carefully all of the elements related to a job posting starting from the applicant's view point to a faculty review committee member's view point to the hiring manager view point. Some items that are worth special consideration are

- Timing of soliciting referee letters (i.e., enabling the auto-email referrers option)
- Wording of system-generated emails to facilitate communication with applicants and referees (e.g., reviewing the "Manager Email Text" function)
- Viewing ease for faculty review committee members (e.g., use of disciplines (Manage Code List), collection of applicant materials (Attachments (Manage Code List)), Recommendations (Manage Code List))
- Editing submitted applications (i.e., limited ability to edit what has been received)

The Office of the Vice Provost for Faculty and Academic Affairs maintains a user guide to assist with navigating FAM and setting up a new position. A copy is available on the Viterbi Dean Forms and Documents for Administrators document repository in myViterbi.

Short video tutorials also are available online at <https://www.youtube.com/user/FacultyAffairsSuite/>.

The screenshot shows a web browser window displaying the myViterbi Document Repository. The page title is "Document Repository" and it lists files for "Viterbi Dean Forms and Documents for Administrators". The table below contains the following data:

FILE	DESCRIPTION	LAST UPDATED	EDIT	DELETE
<a href="#">RECRUITING - FAM - Hiring Faculty Using FAM</a>	Retrieved 12/12/2017 from Deans' Portal. Documentation provided by the Provost's Office on using FAM to collect and review faculty applications.	12/12/2017 05:15:36 PM	<input type="button" value="Edit"/>	<input type="button" value="X"/>
<a href="#">RECRUITING - Required and Recommended Language for Faculty Posting Positions</a>	Required and Recommended Language for Faculty Posting Positions in Viterbi, effective October, 2017	12/05/2017 05:00:30 PM	<input type="button" value="Edit"/>	<input type="button" value="X"/>
<a href="#">UPDING - FSMS DT Systems Modif...</a>	Document Description from Deans' Portal...	11/20/2017	<input type="button" value="Edit"/>	<input type="button" value="X"/>

When you log in to FAM, your default screen is as follows. Click on “Create Position” in the left hand navigation toolbar.

Faculty Affairs Suite

Application Manager

Logged in as:  
**Lydia Lee**  
Selected Position:  
**None selected**

GENERAL

Select Position

POSITION

Create Position

Manage Applicants

USER

Reset Your Password

Create New User

Edit User

Edit Permissions

SCHOOL PROPERTIES

Default Email Text

Default Code Lists

SYSTEM

Help

Browser Upgrade Links

Attachment Integrity - Invalid (db)

Attachment Integrity - Invalid (code)

Attachment Integrity - Orphaned

Welcome to Application Manager

Use the navigation on the left hand side of the page to access your desired task.

USC Faculty Affairs Suite

If you have permissions to create positions, you will see the following screen to begin creating the position.

Logged in as:  
**Lydia Lee**  
 Selected Position:  
**None selected**

**GENERAL**  
 Select Position  
**POSITION**  
 Create Position  
 Manage Applicants

**USER**  
 Reset Your Password  
 Create New User  
 Edit User  
 Edit Permissions

**SCHOOL PROPERTIES**  
 Default Email Text  
 Default Code Lists

**SYSTEM**  
 Help  
 Browser Upgrade Links  
 Attachment Integrity - Invalid (db)  
 Attachment Integrity - Invalid (code)  
 Attachment Integrity - Orphaned

Create Position

Status:  Active  Inactive

Requisition Number ?

Academic Title ?

School:

Department:

Rank(s):  Enabled  Rank

Full / Part Time:

Show CV ?

Auto Email Referees:

Min. Referees Required:  (default is zero, or no minimum, so an application can be submitted without identifying and requesting information from referees)

Max Referees Required:

Display the option for the applicant to request emails when the referees submit their letters.

Auto Email Applicant:

Show URL ?

Include Scoring ?

Application Document Requirements  
 (This text appears below "Upload Application" on the application screen. List specific requirements for document being uploaded, i.e Cover Letter, CV, etc)

Upload Message:

Position Manager: Lee, Lydia  
 Search:

A school must be selected to enable the search field.

**ADD POSITION**

Explanation of Fields in the Create Position Screen in FAM

**Status:** Keep the status as “Inactive” until you are ready to make the position live on the USC Careers job site via Workday.

**Requisition Number:** This is the number provided to you by Viterbi Faculty Affairs. It is important to include the “REQ”. For example: REQ20052350. Through some external programming, when the Workday Requisition posting is live, the REQ# is the key that ties the job posting on the USC Careers site to FAM so that the applicant can apply via FAM.

**Academic Title:** This should match the Business Title submitted on the WD/PA7 form which should match the job posting title in Workday.

**School:** Only one option is available.

**Department:** Select the correct primary department.

**Ranks:** Select the appropriate rank(s) for the position being recruited. In the case of a true open rank posting, the ranks “Professor”, “Associate Professor”, and “Assistant Professor” should all be selected.

**Full/Part Time:** The value is always full-time for T/TT positions.

**Show CV:** If the box is selected, any references that the applicant provides as part of his/her application will be able to view the candidate’s CV when asked to provide a letter of reference. Enablement of this feature depends on your department’s practices.



**Auto Email Referrers:** If the box is selected, any references that the applicant provides as part of his/her application will automatically receive a request to the email address provided by the applicant asking for a letter of reference. Enablement of this feature depends on your department's practices.

For example: if your department as a general practice waits to narrow the field of candidates to a short list and wants letters of references for only those candidates on the short list, then do not select the box.

**Min. Referees Required:** Again, this value depends on your department's practices. If your department waits until further along in the process to request names of references for applicants, then leaving the value as "0" will disable this field in the applicant screen.

**Max Referrers Required:** If your department requests names of potential referrers at the outset of the application process, the maximum number should be the upper limit of names that your department wants from an applicant.

**Auto Email Applicant:** If this box is selected, the applicant will receive a system-generated email to the address on the applicant's file when a letter of reference is uploaded by the referee into FAM using the link provided in the initial email to the referee. If the letter of reference is uploaded manually, the applicant will not receive a system-generated email notifying him/her that a letter of reference was uploaded.

**Show URL:** If this box is selected, on the applicant screen, the applicant will have the option of entering a URL to showcase whatever information the applicant might want to include such as a personal website, YouTube channel, etc. that can supplement the applicant's applicant documents. Inclusion of the URL depends on each department's practices.

**Include Scoring:** If this box is selected, then the department's faculty review committee members will be able to enter numeric scores as they review each applicant.

**Application Document Requirements/Upload Message:** The instructions for the upload message should be set after the department determines how applicants should provide their application materials (e.g., one combined document that includes a cover letter, curriculum vitae, teaching statement, etc., or individual documents). The document requirements will vary with each department's practices.

To edit the required application document requirements, select "Manage Code Lists" in the navigation toolbar on the left hand side of the screen.

However, before you navigate to "Manage Code Lists" click on "Add Position" to save your work thus far.

Faculty Affairs Suite

Application Manager

Logged in as: Lydia Lee  
 Selected Position: REQ20045639 - Research Assistant Professor of Computer Science

**Manage Code List**

REQ20045639 - Research Assistant Professor of Computer Science (Department of Computer Science)

Below are the code lists for the currently selected posting. How they are ordered on screen is how they will appear in drop-down boxes throughout the application.

To reorder the items, simply select an item and drag it to its new position.

By unchecking 'Enabled' check-box, the item will no longer appear in drop-down boxes.

To add a new code, fill out the information in the "New ..." text-boxes. Newly added codes will always appear at the bottom of the lists \*

To save all the changes, click on the "Save Changes" button.

\* Not applicable to Attachments

**SAVE CHANGES**

Enabled	Status Type
<input checked="" type="checkbox"/>	Incomplete Application
<input checked="" type="checkbox"/>	Did Not Meet Minimum Qualifications
<input checked="" type="checkbox"/>	Initial Short List
<input checked="" type="checkbox"/>	Final Short List
<input checked="" type="checkbox"/>	Rejected IR1
<input checked="" type="checkbox"/>	Rejected IR2
<input checked="" type="checkbox"/>	Rejected IR3
<input checked="" type="checkbox"/>	Rejected IR4
<input checked="" type="checkbox"/>	Rejected IR5

Enabled	Recommendation
<input checked="" type="checkbox"/>	Pending
<input checked="" type="checkbox"/>	Reject
<input checked="" type="checkbox"/>	Possible - Get Letters

Enabled	Discipline
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

New Status Type:

New Recommendation:

New Discipline:

Click here to add, enable and disable Status Types, Recommendation options, and Sub-specialties for a position.

The values checked under Attachments are the values that will show up on Step 3 of the applicant screen under "Upload Supporting Documents". Whatever values are selected are required and cannot be optional.

Required	Attachment
<input checked="" type="checkbox"/>	Combined
<input type="checkbox"/>	Contacts
<input type="checkbox"/>	Cover Letter
<input type="checkbox"/>	Curriculum
<input type="checkbox"/>	CV
<input type="checkbox"/>	Other

If using "Other", explain what is meant by "other" in the upload message box in "Edit Position" (e.g., teaching statement, job market paper, student evaluations, etc.). It's a good idea to provide explanations for the other attachment types as well.

Return to Edit Position to complete the creation of your position in FAM. When the upload message is entered and the “Create Position” screen is complete, click on “Add Position”. At this point in the process, it’s a good idea to leave the Status as “Inactive”.

## Setting up Default Email Messages

Prior to activating the position in FAM and making the position live in Workday, it’s a good idea to review the default email messages to edit the messages to facilitate routine communications and mitigate any common questions.

Select “Manage Email Text” from the navigation toolbar in the left hand side of the screen.

Faculty Affairs Suite

Application Manager

Logged in as: Lydia Lee

Selected Position: REQ20045639 - Research Assistant Professor of Computer Science

### Manage Email Text

REQ20045639 - Research Assistant Professor of Computer Science (Department of Computer Science)

**Replacement Codes:** The following placeholder values can be used. They will be replaced with the appropriate name or value when the email is created.

Code	Description
\$(RequisitionId / \$ReqId)	Use this code to automatically pull the Requisition ID number into the system email.
\$(AcademicTitle)	Use this code to automatically insert the academic title into the body of the system email.
\$(ContactName)	Use this code to automatically insert the name of the Position Manager.
\$(ContactEmail)	Use this code to automatically insert the Position Manager email address into a system email.
\$(ApplicantName)	Use this code to automatically insert applicant names into system emails needing this information. This is used primarily for automatic emails to reference providers.
\$(ApplicantEmail)	Use this code to automatically insert the applicant's email address into a system email.
\$(ReferrerName)	This code automatically inserts the Referrer's name into system emails intended for a reference provider.
\$(ReferrerEmail)	Use this code to automatically insert the Referrer's email address into a system email.
\$(ReferrerUri)	This code inserts the code needed for Referrer's to submit their reference letter to the system. Using this code assists in automatically placing the reference letter file on the applicant's record.

**SAVE EMAIL TEXTS**

Confirmation email that is sent to applicants after submitting an application

Click here to review or edit the language in the automatic emails for the position selected.

**Cc**

**Bcc**

**Subject** Thank you for applying ( \$(Requisiti

**Sample Email**

To: John Doe

From: FAShelp@provost.usc.edu

[Thank you for applying \(REQ20045639\)](#)

Thank you for applying to the Research Assistant Professor of Computer Science faculty position at the USC Viterbi School of Engineering. For any questions or changes to your application, please contact your Position Manager, **Jacob Beal**.

### For Applicants:

Each applicant who submits an application receives an automatic notification generated by the system. This email can be used to communicate more than just “thank you”. It is a good idea to include any instructions to the candidate such as when to hear back about the position (if known), how to amend or

update a submitted application, when references will be contacted for a letter of reference (i.e., immediately or later in the application review process), or address other common questions.

### **For Referrers:**

Some references have had trouble uploading their letters via the link in the system-generated email. To mitigate frustration, include a statement in the system generated email to referrers alerting them to the minimum browser requirements and who to contact if they run into any difficulties. Go to “Manage Email Text” under “Position” in the left-hand navigation column.

*Please note that the minimum browser requirements for uploading your letter of reference are:*

- *Google Chrome 11*
- *Firefox 13*
- *Internet Explorer 9*
- *Safari 5*

Emails to referrers also can be generated manually as needed. Go to “Manually Send Out Email to References” under “Letters of Recommendation” in the left-hand navigation column. The emails that will be sent are system- generated and the text is what is set up in “Manage Email Text.”

Emails are sent from [FAShelp@provost.usc.edu](mailto:FAShelp@provost.usc.edu), so if an applicant or reference letter writers clicks “Reply To”, the message will be sent directly to [FAShelp@provost.usc.edu](mailto:FAShelp@provost.usc.edu) for a response. Where possible, the people on the distribution list for [FAShelp@provost.usc.edu](mailto:FAShelp@provost.usc.edu) will respond to any inquiries. When appropriate, emails will be forwarded to the position manager on the position in question for follow up.

### **Setting up Disciplines in FAM**

Often in the case of open rank searches, a department may want to hire faculty for a number of disciplines within the department and would like the applicants to self-identify the disciplines that he/she would like to be considered for. In some cases, this can create an applicant pool of hundreds. To help filter the applicant pool and make sure that applicants are being considered for the right fit within a department, it’s a good idea to set up Disciplines in the “Manage Code List” section.

Prior to activating the position in FAM, click on “Manage Code List”. This is the same area that is used to identify the attachments required for an application. Add or edit the Disciplines. Enable the specific disciplines to appear when the applicant applies by clicking the check box next to the appropriate discipline name(s). Click on “Save Changes” to save your changes.

**SAVE CHANGES**

**Status Types**

Enabled	Status Type
<input checked="" type="checkbox"/>	Incomplete Application
<input checked="" type="checkbox"/>	Did Not Meet Minimum Qualifications
<input checked="" type="checkbox"/>	Initial Short List
<input checked="" type="checkbox"/>	Final Short List
<input checked="" type="checkbox"/>	Rejected IR1
<input checked="" type="checkbox"/>	Rejected IR2
<input checked="" type="checkbox"/>	Rejected IR4
<input checked="" type="checkbox"/>	Rejected IR5

**Recommendations**

Enabled	Recommendation
<input checked="" type="checkbox"/>	Pending
<input checked="" type="checkbox"/>	Reject
<input checked="" type="checkbox"/>	Possible - Get Letters

**Disciplines**

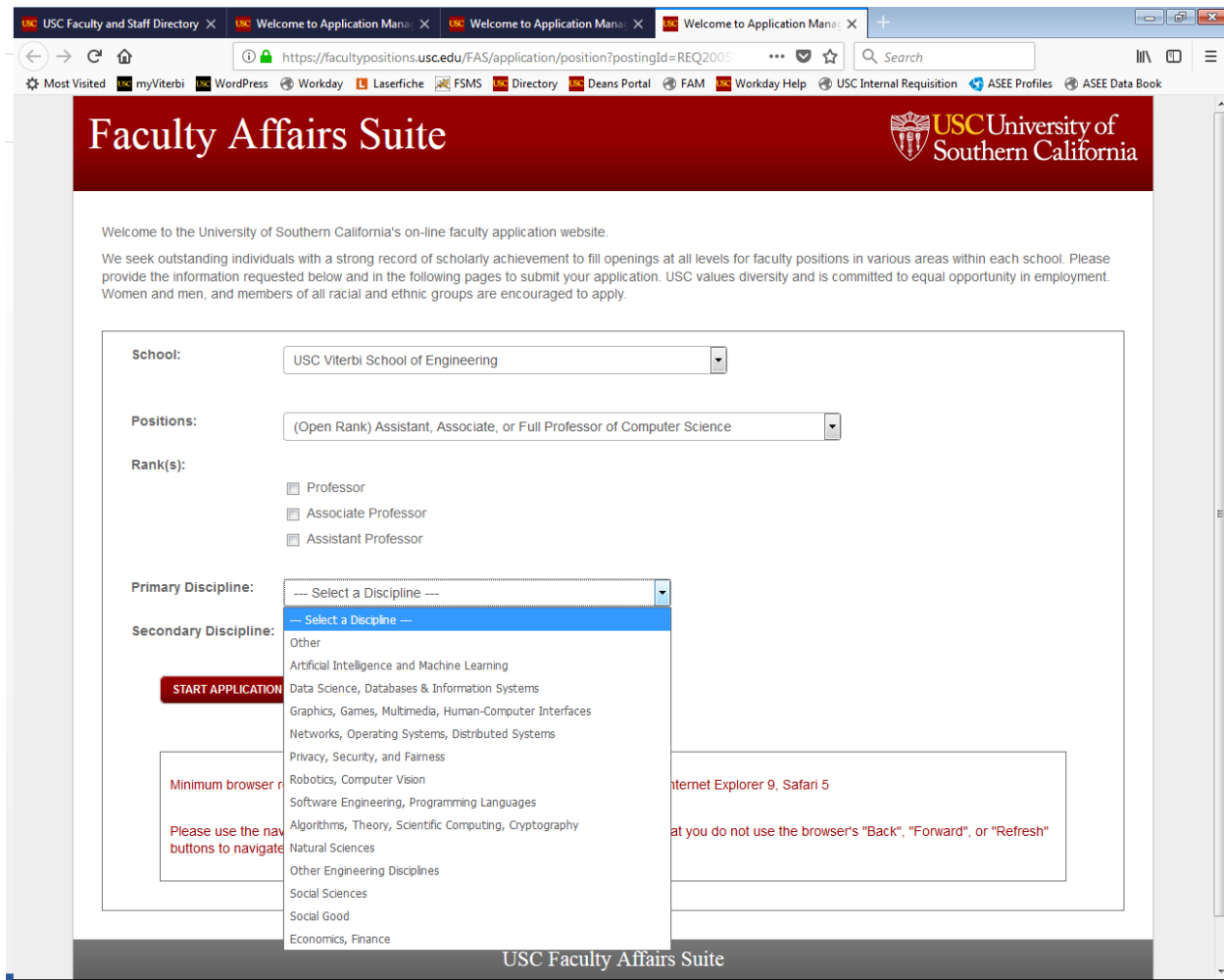
Enabled	Discipline
<input checked="" type="checkbox"/>	Artificial Intelligence and Machine Learning
<input checked="" type="checkbox"/>	Data Science, Databases & Information Systems
<input checked="" type="checkbox"/>	Graphics, Games, Multimedia, Human-Computer Interfaces
<input checked="" type="checkbox"/>	Networks, Operating Systems, Distributed Systems
<input checked="" type="checkbox"/>	Privacy, Security, and Fairness
<input checked="" type="checkbox"/>	Robotics, Computer Vision
<input checked="" type="checkbox"/>	Software Engineering, Programming Languages
<input checked="" type="checkbox"/>	Algorithms, Theory, Scientific Computing, Cryptography
<input checked="" type="checkbox"/>	Natural Sciences
<input checked="" type="checkbox"/>	Other Engineering Disciplines
<input checked="" type="checkbox"/>	Social Sciences
<input checked="" type="checkbox"/>	Social Good
<input checked="" type="checkbox"/>	Economics, Finance
<input checked="" type="checkbox"/>	Other
<input type="checkbox"/>	Security, Privacy & Fairness, Accountability, Transparency
<input type="checkbox"/>	Robotics
<input type="checkbox"/>	Machine Learning
<input type="checkbox"/>	Computing + Social Good

**Attachments**

Show on Application	Required	Attachment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Combined
<input type="checkbox"/>	<input type="checkbox"/>	Contacts

These disciplines will then appear as an option for the applicant to select when applying via FAM. Applicants can choose up to two disciplines for consideration.

The faculty review committee can use these same disciplines to filter the applicant pool when they review the applicants for their discipline.



## Modifying Positions in FAM

Note that any changes made to a position in FAM once it has been activated are not retroactive. For example, if some applicants already have applied, but then the department decides to change the attachments requirement or add or edit existing disciplines, those changes will be live for applicants going forward, but will not be reflected for applicants who already have applied. Thus, it is possible that when the final applicant pool is considered, that some applicants will have certain attachments in one format than other applicants or some applicants will be assigned to disciplines that might not have been an option for other applicants.

If there are changes to the posting throughout the application period, it is incumbent that the faculty review committee members are notified of those changes and possible discrepancies to facilitate their review of the applicant pool and so as to not disadvantage any applicants.

## Activate Position in FAM

Once the “Create Position” is set up in a way that reflects the department’s hiring practices, the applicant document requirements are set up correctly via the “Manage Code Lists” section, and the default email messages are configured properly, the status for the position should be set to “Active”.

At this time, take note of the auto-generated Application URL based on the Requisition Number provided. You should copy and paste the URL into a new web browser to walk through the application process as if you were an applicant to audit the application requirements and make sure that it accurately reflects the department's hiring requirements and practices.

Faculty Affairs Suite

USC University of Southern California

Application Manager

Logged in as:  
**Lydia Lee**

Selected Position:  
**REQ20045639 - Research Assistant Professor of Computer Science**

**Edit Position**

REQ20045639 - Research Assistant Professor of Computer Science (Department of Computer Science)

SAVE POSITION

Status:  Active  Inactive  Closed

Application URL: **https://facultypositions.usc.edu/FAS/application/position?postingId=REQ20045639**

Requisition Number ?

GENERAL

Select Position

Set Your Email for Notifications

## Step 5: Post Job in Workday and Make the Position Live in the USC Careers Job Site

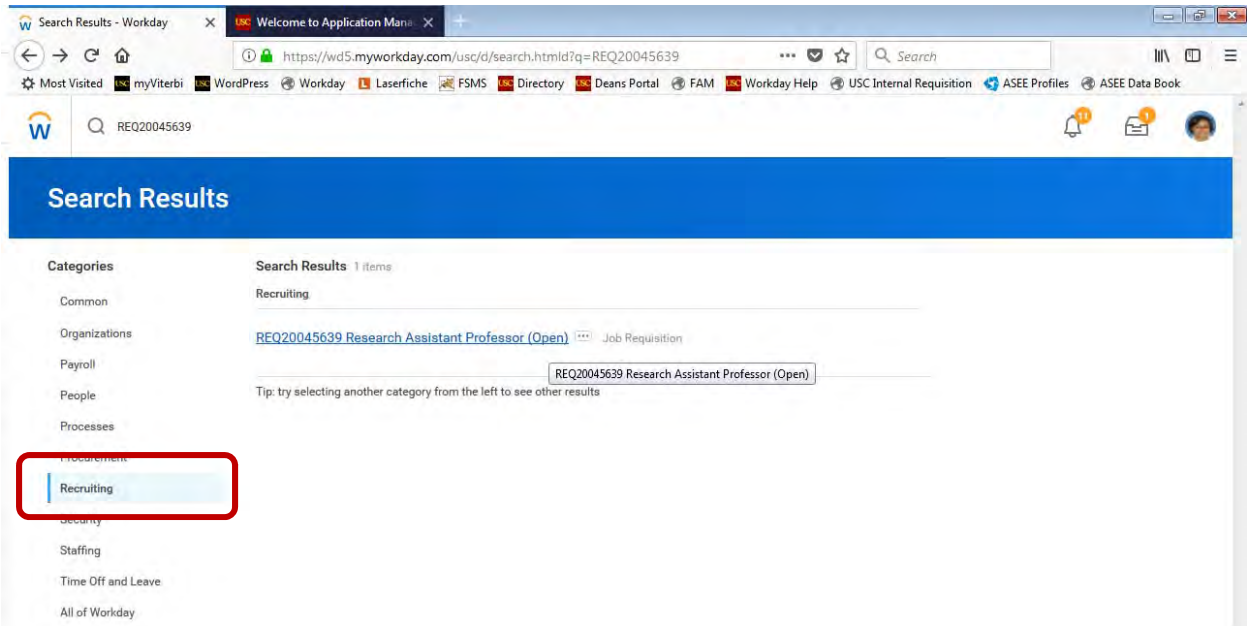
After auditing the application process from the applicant's side, and tweaking the position as needed in FAM, then it is time to make the requisition live in Workday so that the posting appears on the USC Careers job site (<http://usccareers.usc.edu>).

The Primary Recruiter may have a task in his/her inbox to "Post Job".

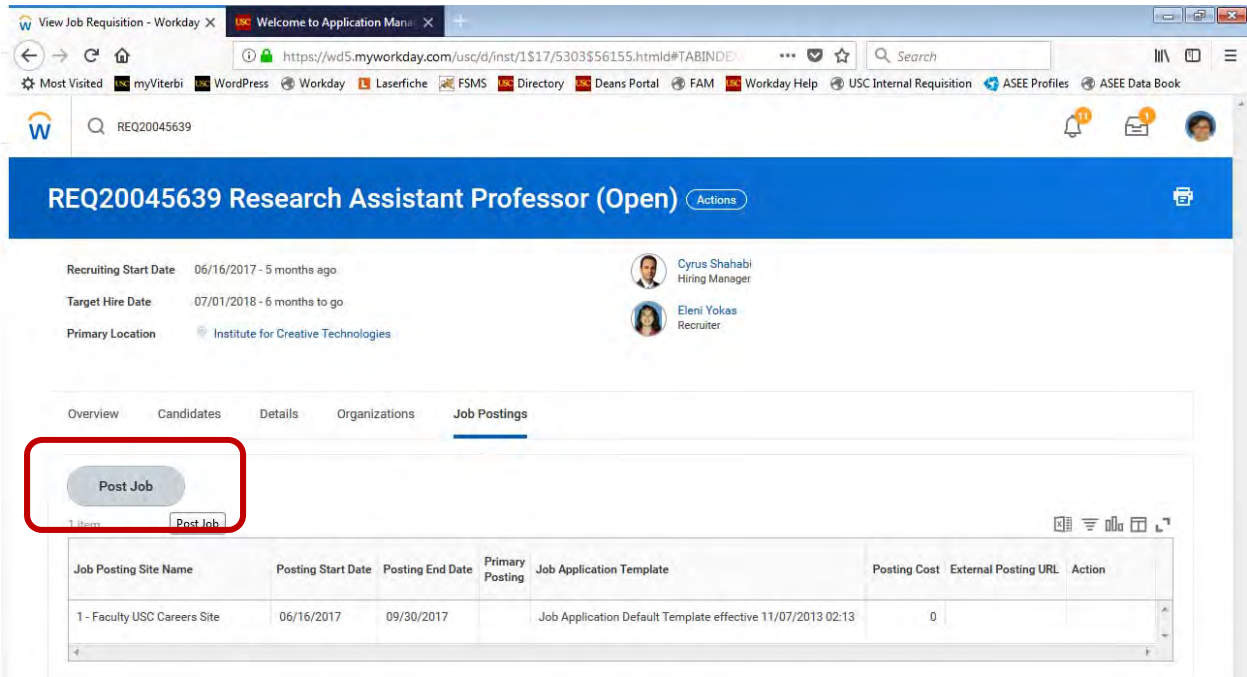
If not, the Primary Recruiter needs to log into Workday and search for the requisition. The quickest way to do so is to type in the full Requisition Number in the search function. If a value does not appear, click on "Recruiting" in the Categories section in the left hand side of the screen to bring up the search result.

Click on the resulting search result (i.e., Requisition Number).





Select "Job Postings" from the navigation header and then click on "Post Job".



On the next screen, add the appropriate **job posting site(s)**. For Faculty, at a minimum, the position has to be posted to the Faculty USC Careers Site.

For external posting (faculty requisitions) – select All, then 1 – Faculty USC Careers Site. This allows faculty applicants to be re-directed to Faculty Application Manager (FAM).



Groups with branded microsites within the external USC Careers site – requisition posts automatically to the microsite when an external posting is selected

Enter a **Job Posting Start Date** (required). Cannot precede the Recruiting Start Date of the requisition. Note that if you entered a future posting start date, you will not be able to view the posting until that date.

Enter a **Job Posting End Date** (optional). The job will automatically unpost at 12am on the date selected. You must adhere to the university's 5-day posting rule, which states that the position must be available on the USC Careers site for at least 5 calendar days.

Skip Primary Posting

**Comments:** enter a meaningful comment as needed for the audit trail

Click Submit

Review the actual posting on internal and external career sites, where applicable.

## Step 6: Advertise the Position Externally

It generally takes about 2 hours for the requisition in Workday to appear on the USC Careers site after the "Post Job" process is completed.

After making sure that the position appears on the USC Careers site and that the apply link directs the applicant to the FAM application screen, the position can be advertised externally on the department's web site and discipline publications. Simultaneously, the Viterbi Faculty Affairs office will update the School's faculty positions webpage to reflect the latest department's (s') faculty job posting web page. The Provost's memo on "Casting the Net Widely" should be followed. See Appendix D.

Billing and advertising costs should be coordinated with Jennifer Alvarado in the Dean's Office. The appropriate billing account is 12-1501-0026.

Applicants always should be directed to the USC Careers site to apply. Do not provide a direct link to FAM.

Example:

## Positions Available

### Faculty Position

The University of Southern California, invites applications for tenure-track or tenured positions in the Department of Astronautical Engineering in the Viterbi School of Engineering. We seek outstanding faculty candidates for positions at any rank. The USC Viterbi School of Engineering is committed to increasing the diversity of its faculty and welcomes applications from women, underrepresented groups, veterans, and individuals with disabilities. Outstanding applicants who have demonstrated academic excellence and leadership, and whose past activities document a commitment to issues involving the advancement of women in science and engineering may also be considered for the Lloyd Armstrong, Jr. Endowed Chair, which is supported by the Women in Science and Engineering (WiSE) Program endowment.

We invite applications from candidates knowledgeable in astronautical engineering, and will focus on a candidate's promise and/or track record during the review process. Areas of interest include but are not limited to space and rocket propulsion, astrodynamics, and space environment and science, with particular priority in the propulsion area. We are particularly interested in candidates at the associate and full professor ranks. We seek outstanding individuals who will participate in the university's research and engage with graduate and undergraduate students. Successful candidates will establish a strong, externally funded, research program of national prominence while contributing to the core teaching mission of the department. An earned doctorate in a field closely related to Astronautical Engineering is required.

Applications must include a letter clearly indicating area(s) of specialization, a detailed curriculum vitae, a concise statement of current and future research directions, a teaching statement, and contact information for at least four professional references. Applicants are encouraged to include a succinct statement on fostering an environment of diversity and inclusion. Please apply at <https://usc Careers.usc.edu/job/los-angeles/open-rank-professor-of-astronautical-engineering/1209/6110908>. This material should be submitted by March 1, 2016; applications received after this date might not be considered. Interested individuals are welcome to contact the Chair of the Faculty Search Committee, Professor Joseph Kunc ([kunc@usc.edu](mailto:kunc@usc.edu)). They are also encouraged to visit the website of the Department ([astronautics.usc.edu](http://astronautics.usc.edu)) for details on the department programs.

The USC Viterbi School of Engineering is among the top tier of engineering schools in the world. It counts 185 full-time, tenure-track faculty members, and is home to the Information Sciences Institute, two National Science Foundation Engineering Research Centers, a Department of Energy EFRC (Energy Frontiers Research Center), and the Department of Homeland Security's first University Center of Excellence, CREATE. The school is affiliated with the Alfred E. Mann Institute for Biomedical Engineering, the Institute for Creative Technologies and the USC Stevens Center for Innovation. Research expenditures typically exceed \$185 million annually.

*USC is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other characteristic protected by law or USC policy. USC will consider for employment all qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring ordinance.*

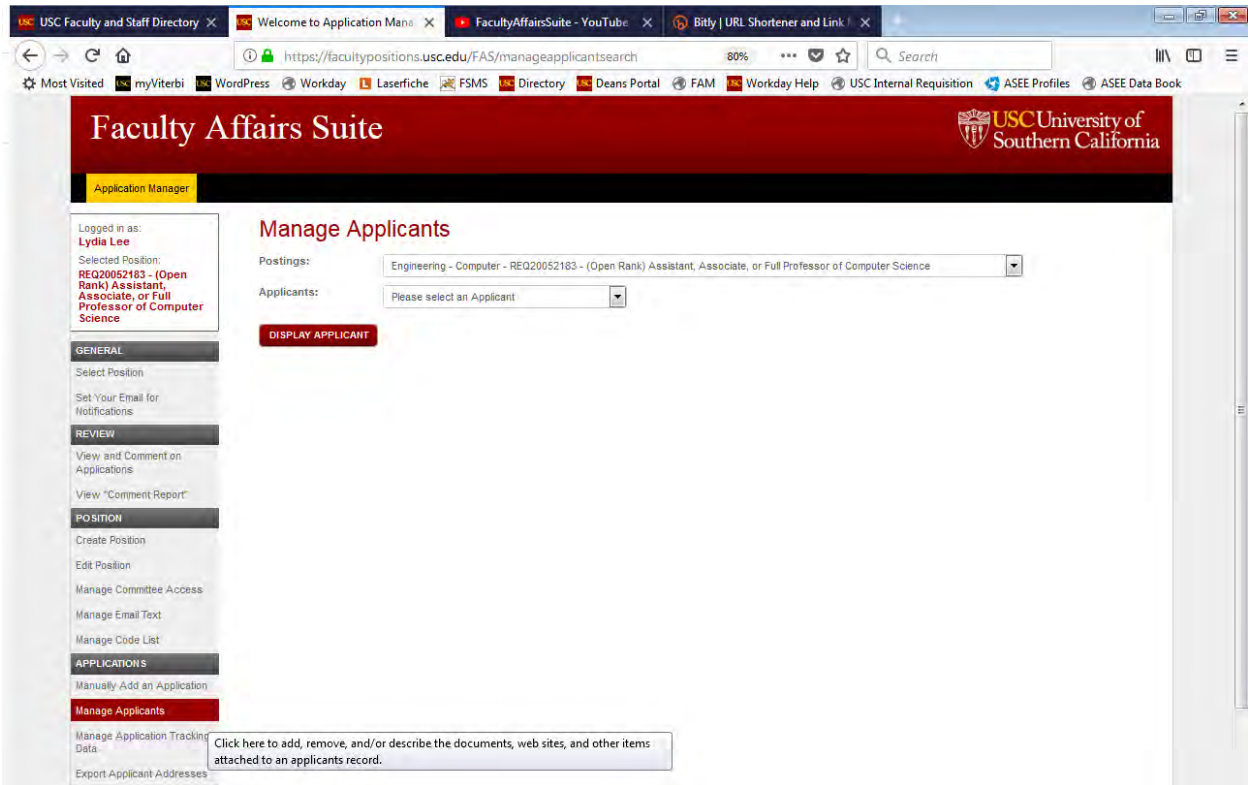
## Step 7: Department Reviews Candidates, Identifies Short List for Dean's Approval, and Interviews Final Candidates

### Managing Applications

Sometimes applicants will want to make changes to an already submitted application. The only changes that can be made are to edit applicant info, add new attachments, add or delete references, or add URLs. No other changes can be made to an existing application (e.g., disciplines). A short video about the process can be found at <http://bit.ly/2AOqgnt>.

To manage an existing application, select "Manage Applicants" from the navigation menu on the left and select the applicant's name from the drop down menu to display the application details.

Note that sometimes applicants will apply more than once to the same position. It is not possible to delete what appear to be duplicate applications. Instead, a note can be made in the comments section of one of the applications that this is a duplicate application and should be ignored.



## Reviewing Candidates

After an established time, the department may wish to stop accepting applications while reviewing the current application pool. In that case, the department should unpost the requisition from the USC Careers site, make the position inactive in FAM, and take down the job description on the department's web site.

The department should conduct its own internal review process using FAM to narrow down the applicant pool and identify a short list of candidates for review by the Vice Dean for Faculty Affairs. When reviewing the applicant pool, the department faculty should adhere to the university's recommended best practices for recording comments and keeping the contents pertinent to the quality of the candidate's qualifications specific to the position in question.

The comments and notes section in the "View and Comment on Applications" section can be used to communicate with the hiring committee on specifics or details of specific applications.

Prior to beginning the review process, review committee members may also benefit from watching a short video on using the review module in FAM. The video is titled "FAM: Reviewing applicants (for Review Committee)" and can be found on the Faculty Affairs Suite YouTube channel at <http://bit.ly/2DjqsOy>. There is also a review screen overview for Position Managers: <http://bit.ly/2AOarx1>.

## Submitting a Short List and Memo

Once the department has identified a short list, the department chair should communicate that list of 3-5 candidates per search area accompanied by a memo that explains the search process and assessment

process. The Dean and/or the Vice Dean for Faculty Affairs will review the memo and tentative interview pool recommendation and convey the final approval.

### Interviewing Final Candidates

WiSE can provide some supplemental funding to help with defraying costs associated with bringing in female candidates. More information can be found on its website: <http://wise.usc.edu>. The primary contact is Leana Golubchik at [leana@usc.edu](mailto:leana@usc.edu) or (213) 740-0996.

The Dean's Office also can provide some supplemental funding to help in specific circumstances. Contact the Vice Dean for Faculty Affairs for more information.

Final candidates should be interviewed by the Vice Dean for Faculty Affairs and the Dean. Contact the Dean's Office to make the necessary arrangements. In some circumstances, when the department believes that it may be helpful to have the Vice Dean and/or Dean meet with other candidates recruited informally, please contact the Vice Dean for guidance.

At the conclusion of the interview cycle, the department ranks its top candidates and provides its recommendations for review and final decision to the Dean and the Vice Dean for Faculty Affairs. The Dean and/or the Vice Dean for Faculty Affairs will review the department's ranking and convey the final decision on which offers to extend.

## Step 8: Department Negotiates Terms of Offer

After a final candidate(s) is selected, the department, in consultation with the Vice Dean of Faculty Affairs and/or Dean, should negotiate the initial terms of offer with the applicant.

Once the initial terms are agreed upon, the department chair submits the Terms of Offer form to the Viterbi Faculty Affairs office to draft the offer letter. See Appendix E. The document is available on the Viterbi Dean Forms and Documents for Administrators document repository in myViterbi.

Once the final letter of offer is signed by the Dean, the Viterbi Faculty Affairs office mails the letter to the applicant along with the agreement to arbitrate claims form and eAccess form. As a courtesy, the department chair and the Dean's Group mailing list receive a separate notification that the offer packet has been sent.

	Viterbi IT Resources	Feature Request	Viterbi Service Desk	Logout
HIRING - Faculty Offer Letter Template (for Non-Practitioners)	process. Specific questions or concerns about the process should be directed to Viterbi Faculty Affairs. Updated September 8, 2017. For use when making offers to full-time faculty only.		01:21:27 PM 09/26/2017 12:11:09 PM	Edit X
HIRING - FSMS PT Contracts, Workflow and Guide	Powerpoint Presentation from Debora Chan-Southwell of the Office of the Provost (presented November 15, 2017) detailing proper procedures to generate part time lecturer contracts in FSMS		11/20/2017 11:21:19 AM	Edit X
HIRING - New Faculty Search Request Form	UPDATED 09/2017. To be submitted to propose searches in T/TT and Teaching Tracks to Viterbi Faculty Affairs. Include PROPOSED Job Description as addendum.		09/20/2017 11:47:02 AM	Edit X
HIRING - PT Research Faculty Letter Template	Part-Time Faculty Research Offer Letter Rev 09-12-16		08/10/2017 06:25:43 PM	Edit X
HIRING - PTL Offer Letter Template	Part-Time Instructional Offer Letter Template 09-12-16		08/10/2017 06:25:54 PM	Edit X
HIRING - Research (ISI/ICT) - Terms of Offer	Revised 06-06-2013 - Fillable		08/10/2017 06:33:51 PM	Edit X
HIRING - Teaching/Adjunct - Terms of Offer	Revised 06-06-2013 - Fillable		08/10/2017 06:33:32 PM	Edit X
HIRING - Terms of Offer - T/TT 03-2017	Terms of Offer for T/TT ONLY		08/10/2017 06:24:58 PM	Edit X
Joint Appointment Checklist	Revised 8-2014 Fillable		04/20/2015 11:46:12 AM	Edit X

## Informal Offers

A note about informal offers: The offer letter is the formal offer of appointment. All other discussions are considered informal and are not binding. The Office of the Provost has issued the following guidance about informal offers.

It is important that members of the university speak with one voice when making an offer of a faculty position. So-called "informal" or "unofficial" offers, or term sheets, sometimes lead to mixed messages and confusion. Lawsuits have resulted when candidates treat as a binding contract something that was intended as part of a negotiation, and resign a job elsewhere or sell a house, on the basis of what they assume they have been offered.

One person, often the chair or institute director, should handle the negotiation. The actual offer must be made only in a letter signed by the dean or the Provost. Often, co-signatures are added, such as chair, division chief, Institute Director, Hospital CEO. But no offer should ever be made by a chair or chief, etc., without the dean's signature.

It is bad practice to issue so-called “informal” or “unofficial” offers, because the recipient may misinterpret them as binding contracts. If you send a term sheet or other negotiating document, whether in email or hard copy, please include the disclaimer set out below. If you are negotiating orally, you can make the same point in your conversations.

Please do not add additional terms in side letters. All commitments should be included in the offer signed by the dean, and those should be the only commitments.

The following wording is suggested for all letters or emails about terms:

***University Disclaimer:*** *To avoid any misunderstanding, this letter and other messages and conversations between you and me (and my other USC counterparts) are not the actual offer. They are attempts to explore what are the points on which we may come to agreement. If the process leads to mutual consensus, you may receive an offer making an appointment in a letter that is signed by the dean. (And any grant of tenure also requires provost approval after a committee process.) Only the terms set forth in such a letter will constitute the offer and of course will supplant any previous correspondence and discussions.*

Upon the conclusion of the negotiation cycle, the department can begin the process to assess the search process to identify what went well and what could be improved for the next hiring cycle.

## Step 9: Receipt of Signed Offer Letter

Upon receipt of the signed offer letter, the Viterbi Faculty Affairs office notifies the department chair and Dean's Group mailing list and provides an electronic copy of the signed offer letter, signed agreement to arbitrate forms, and signed eAccess forms to the department.

The Viterbi Faculty Affairs staff will update relevant databases and spreadsheets, including FSMS and the Viterbi Information System.

### Child Requisitions:

If more than one candidate will be hired into a requisition, as indicated on the WD/PA7 Requisition Creation form, then the department needs to work with the Viterbi Faculty Affairs office to create a child requisition in Workday. These child requisitions are not for posting, but create the necessary slot in which to hire the candidate. The final applicant closes out the requisition by filling in the parent requisition.

In other words, if the intention is to hire 3 candidates. There ultimately will be two child requisitions and one parent requisition. The first two signed offer letters will be hired into the two child requisitions. The final signed offer letter will be hired into the parent requisition.

## Step 10: Department Finalizes the Hire in FAM

Within FAM, all of the applicants must be dispositioned by updating the applicant tracking data.

Selection the position and then click on “Manage Application Tracking Data”.

Faculty Affairs Suite

Application Manager

Manage Application Tracking Data

REQ20045639 - Research Assistant Professor of Computer Science (Department of Computer Science)

Search Filter

There are 21 that match your query.  
Note: If a reference is not an active link then no letter has been received.

SAVE TRACKING DATA

Download as a Spreadsheet

Applicant Tracking Table

Applicant Information	Documents	Recommendations/Comments	Meets Minimum Qualifications	Initial Short List	Final Short List	Reason for Rejection of Short List Candidates	Total Number of Interviews	Overall Status	Withdrawn	Offer Made	Hired
Name: Achiwemi Oluwot Email: oluwaki@gmail.com Rank: Assistant Professor (Non Tenure Track)	References: Dionisios, Sola; Adeyemo, Muga; Gibson, Nathan; Ogunyinka, Joseph; Rankin, Al; Violette, Kari		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Not Selected	0	Not Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Kai Berger Email: kberger@caltech.edu Rank: Assistant Professor (Non Tenure Track) Description: N/A Submitted: 06/22/2017	References: Chen, Min; Kates, Raymond; Magner, Marcus; Mentis, Esiemo; Rosenham, Bob; Tacticos, John Files: Combined URL's: http://www.ethercloud.com; http://www.infsoft.com Download Zip of Applicant Documents		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Not Selected	0	Not Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Kai Berger Email: kberger@caltech.edu Rank: Assistant Professor (Non Tenure Track)	References: Chen, Min; Elliott, Peter; Jaffe, Raymond; Magner, Marcus; Mentis, Esiemo; Tacticos, John		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Not Selected	0	Not Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

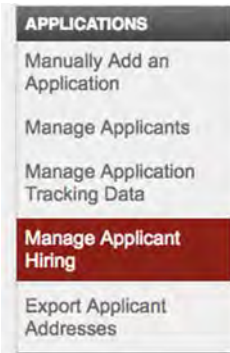
Click here to review and manage the applicant tracking data for the selected position.

Total Number of Interviews	Overall Status	Withdrawn	Offer Made	Hired
0	Did Not Meet Minim	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Final candidate(s) should be marked as “Offer Made”. Once the Viterbi Faculty Affairs office provides notification of receipt of the signed offer letter, agreement to arbitrate claims form, and eAccess form, the candidate should also be marked as “Hired”. Doing so automatically populates the “Manage Applicant Hiring” functionality.

All other candidates should be dispositioned by selecting the appropriate responses in the various other columns.





Once all of the applicants who have been hired are marked correctly in the “Manage Applicant Tracking Data” screen, then navigate to the “Manage Applicant Hiring” screen from the left hand navigation screen. This is the final step to formally notify Viterbi HR to process the hire into Workday.

Alternatively, depending on the volume, the following process can be completed as the department receives notification from the Viterbi Faculty Affairs about the signed returned offer, signed agreement to arbitrate claims form, and signed eAccess form, navigate to the position in FAM and select “Manage Applicant Hiring”



As needed, click on “Save” to stop in the middle of your data entry so that you can return to this form later.

Fill out the form with all of the applicant’s current information. The updated address information will be stored as part of the hire. The applicant’s original application information is not changed.

Select the appropriate Viterbi payroll analyst from the drop down menu “Hire Manager Email Address.”

**Comment to Payroll:** Include the requisition number and position id for this hire. (If this is a child requisition hire, then a child requisition number in Workday must be created first. This requisition is created in coordination with the Viterbi Faculty Affairs office.) In the case of child requisitions, in addition to the child requisition number and position id, the parent requisition number must be included.

**Name:** Legal name

**Address:** Current mailing address

**Files:**

- Upload Offer Letter: The fully executed offer letter
- Upload Arbitration Agreement: The fully executed agreement to arbitrate claims form
- Upload eAccess Document: The completed eAccess form
- Upload Other Document: The fully executed WD/PA7 form
- Upload CV: The applicant's curriculum vitae

**Current Workplace:** Enter the most recent workplace from the applicant's curriculum vitae

**Education:** Enter the terminal degree information

**Hire Date:** The anticipated start date in the signed offer letter

**Reason:** New Hire

**Position:** Job title (e.g., Assistant Professor of Department)

**Job Requisition:** Completed automatically

**Employee Type:** Faculty

**Job Profiles:** Select the appropriate job code according to the offer letter (i.e., Assistant Professor, Associate Professor, or Full Professor)

**Time Type:** Full Time

**Location:** Building location

**Pay Rate Type:** Salary

**Business Title:** Enter the business card title

**Scheduled Weekly Hours:** 40

**FTE Percentage:** 100

**Annual Work Period:** The default is 9 for T/TT faculty unless they elected disbursement of pay over a 12-month period.

**Job Exempt?:** Select the "Yes" box

**Do a Background Screening?:** The box must be selected.

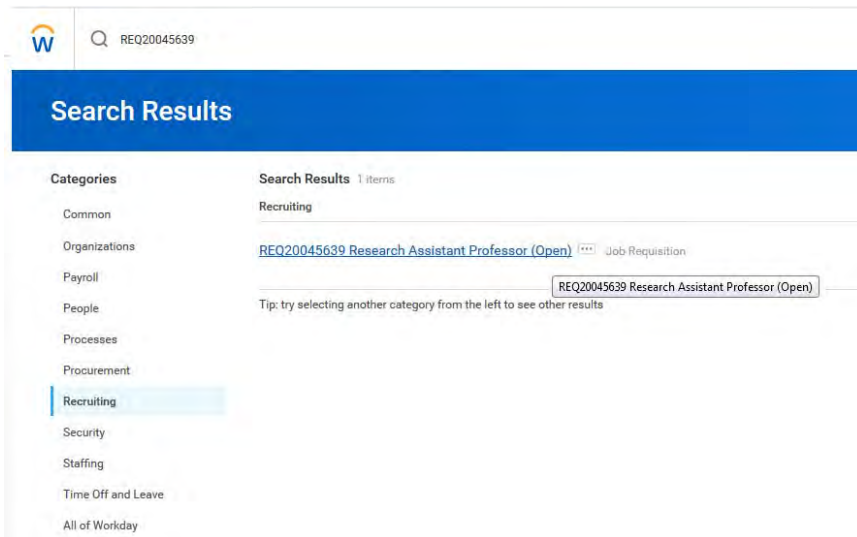
Once everything is completed to your satisfaction, click the "Send to Payroll Analyst" button. The system will auto-generate an email to the selected payroll analyst to notify him/her of the hiring in FAM so that s/he can finalize the hire in Workday.

Separately, the department should coordinate with the respective Viterbi HR representative to finalize all of the other documents necessary to satisfy University, state, and federal hiring guidelines.

## Step 11: Unpost the Requisition in Workday and Close the Position in FAM

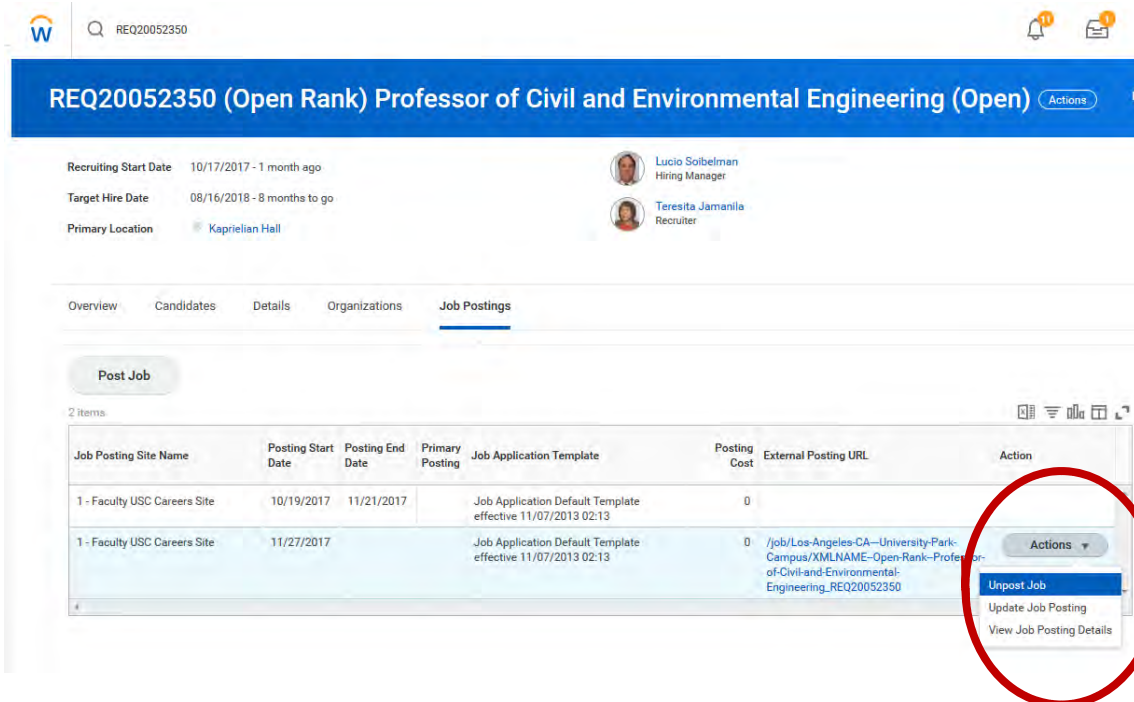
### Unpost the Requisition in Workday

The Primary Recruiter needs to unpost the requisition in Workday. Search for the requisition in the search function. Click on the requisition and navigate to the Job Postings tab.



Click on “Actions” on the posting you wish to unpost. In the drop down menu, select “Unpost Job”.

Enter a meaningful comment as required for the audit trail. Click Submit to finalize the process. The position will be removed from the USC Careers job site.



### Notify Applicant Pool and Close the Position in FAM

Once all of the final candidates have been hired into FAM through the “Manage Applicant Hiring” screen, the position status needs to be updated to “Closed” after notifying the applicant pool.

Currently, it is not possible to send a mass email to all of the candidates who were not selected. To generate the list of applicants’ email addresses, go to “Export Applicant Addresses” and use a third-party program like Outlook to send an email.

Then Edit the Position and update the Status to “Closed”.

## Step 12: Submit the Mini-Dossier to Viterbi Faculty Affairs

For each final candidate who has accepted and returned a signed offer letter and has been hired into Workday, the department needs to provide a hard copy of the candidate's mini-dossier to the Viterbi Faculty Affairs. The components of the mini-dossier are:

- Signed Recommendation for Appointment Form. See Appendix F. Available in the Viterbi Dean Forms and Documents for Administrators document repository in myViterbi.

The screenshot shows the myViterbi website interface. At the top, there are navigation tabs for 'Offer Letters - Deans' Portal', 'View Job Requisition - Workday', and 'Welcome to Application Man...'. The browser address bar shows 'https://myviterbi.usc.edu'. Below the navigation is a search bar and a list of quick links including 'myViterbi', 'WordPress', 'Workday', 'Laserfiche', 'FSMS', 'Directory', 'Deans Portal', 'FAM', 'Workday Help', 'USC Internal Requisition', 'ASEE Profiles', and 'ASEE Data Book'. The main header features the 'myViterbi' logo and the 'USC Viterbi School of Engineering' logo. Below the header is a table with the following columns: 'Title', 'Description', 'Last Updated', 'Viterbi Service Desk', and 'Logout'. The table contains several rows of forms and documents, including 'Joint Appointment Checklist', 'LEAVES - Faculty Paid Parental Leave Request Form', 'LEAVES - Leave Request Form', 'PAYROLL - Faculty Overload Form', 'PAYROLL - Overload Request Form', 'Provost - Guidelines on External Teaching Requests', 'Provost - Job Codes Full & Part Time', 'Recommendation for Appointment', and 'Recommendation for Promotion'. Each row has an 'Edit' button and a 'Logout' button with a red 'X' icon.

Title	Description	Last Updated	Viterbi Service Desk	Logout
Joint Appointment Checklist	Revised 8-2014 Fillable	04/20/2015 11:46:12 AM	Edit	X
LEAVES - Faculty Paid Parental Leave Request Form	Revised 1-1-2017 - Fillable	08/10/2017 06:26:26 PM	Edit	X
LEAVES - Leave Request Form	Revised 1-09-2015 - Fillable. More information is found online at <a href="http://employees.usc.edu/leave/">http://employees.usc.edu/leave/</a>	08/10/2017 06:27:48 PM	Edit	X
PAYROLL - Faculty Overload Form	Revised 05/2009. For information on what constitutes an overload, please refer to the documents explaining customary faculty load profiles available in this repository.	08/11/2017 05:17:04 PM	Edit	X
PAYROLL - Overload Request Form	Revised 05-2009 - Fillable	08/10/2017 06:34:42 PM	Edit	X
Provost - Guidelines on External Teaching Requests	Distributed 10/9/2017 to the department chairs by the Provost. Provides guidance on what circumstances will be considered when deciding whether to permit faculty to teach at other institutions, subject to Faculty Handbook sections 3-I(4) and 4-B(4).	10/11/2017 10:00:56 AM	Edit	X
Provost - Job Codes Full & Part Time	List Updated 12-2015	12/09/2015 02:43:27 PM	Edit	X
Recommendation for Appointment	Revised 8-2008 - Fillable	04/20/2015 11:46:23 AM	Edit	X
Recommendation for Promotion	Revised 5-2010 - Fillable	04/20/2015	Edit	X

- Signed Terms of Offer Form
- Department Chair's Memo of Recommendation
- Candidate's Curriculum Vitae
- Candidate's Statement(s), if any
- Letters of Reference
- Recruitment Advertisements (optional)

# Appendix A: FAM User Access Form and Confidentiality Agreement

**University of Southern California**  
**Faculty Affairs Suite – Faculty Application Manager Tool Access Form**

Check One:             New User                       Modify Existing Access                       Delete User

Name: \_\_\_\_\_ Department/School: \_\_\_\_\_

Title: \_\_\_\_\_

USC Username: \_\_\_\_\_ USC 10-Digit ID \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please identify your areas of responsibility for the faculty recruiting process to be set up with the proper permissions in the Faculty Application Manager Tool:

**Position Permissions**

- Edit Positions
- Close Positions
- View Comment Report
- Manage Attachments
- Manage Email Text
- Manage Code Lists
- Manage Committee Access
- Manage Application Tracking Data
- Set Application Status

**Applicant Permissions**

- Manually Add an Application
- Manually Add a Referrer
- Export Applicant Addresses

**Referrer Permissions**

- Manually Send Out Emails to Referrers
- Manage Referrer Confirmation Message
- Download Completed Referrers Report

**Hire Permissions**

- Manage Hire
- View Hire (HR payroll analyst)

**Approvals**

My signature below indicates that the person identified above has an administrative role in the faculty recruiting process and has identified correctly his/her responsibilities and required permissions.

Dean or Dean of Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit original form to the Office of Faculty Affairs (ADM 204, MC 4019) with the University Faculty Affairs Suite – Faculty Application Manager Tool Security and Confidentiality Agreement. You should receive an email with your username, password and login instructions in three to five business days upon confirmation of receipt of your form. Retain a copy of this form for your records.*

**Office of Faculty Affairs Use Only**

**School-wide permissions:**

- View all positions
- Add a new position
- Manage Questionnaires
- View Questionnaire Answers
- Default email text and code lists
- Create New User
- Edit User

*Last updated June 19, 2017*



**University Faculty Affairs Suite – Faculty Application Manager Tool Security and Confidentiality Agreement**

The University of Southern California is committed to controlling and protecting the access to, use of, and storage and disposal of employment records and the information they contain. This includes (but is not limited to) personal information (such as Social Security numbers, addresses, telephone numbers, tax information, bank accounts, credit cards); payroll and employment information (such as employment history, salaries and wages, payment instructions, garnishments, immigration documentation, terms and conditions of employment, performance evaluations, disciplinary action, terminations, legal agreements, investigative reports); and benefits information (such as dependent and beneficiary information, medical claims, account numbers, financial data) ("Confidential Information"). Those with access to Workday, ais-c2000 (PPBS and FSMS), Baxter, faculty "gold" files, and other faculty record management systems, payroll, human resources, and benefits systems are in a unique position of trust, required to maintain the security and confidentiality of employment records and Confidential Information. In light of this, each user must agree and adhere to the following principles and requirements.

1. Unauthorized access, use, storage or disclosure of Confidential Information or reports is prohibited, including any access, use, storage or disclosure for any reason other than the legitimate execution of duties and responsibilities assigned by the university.
2. Each user has unique access codes (login ID, password, operator code, etc.). Users may not divulge or allow anyone else to use these codes. If users suspect someone knows or is using their access codes, they must immediately notify the Office of the Faculty Affairs.
3. Users may not leave systems unattended without properly and fully exiting from all systems.
4. Users may not inquire or look up any data on any employee unless authorized to do so and as required in the course of executing the duties and responsibilities of their job.
5. Users may not update or alter in any way their own records or records of family members or other close relations.
6. Users may not knowingly include or cause to be included any false, inaccurate or misleading information in any records.
7. Users may not personally benefit or allow others to benefit from knowledge of any Confidential Information to which they have access or exposure.
8. No official records or any copy thereof may be physically removed from the office where they are maintained or downloaded in any way electronically transmitted, except in the performance of duties.
9. Use of university computer equipment requires adherence to all ITS policies (see <http://www.usc.edu/its/policies>).
10. Users may not aid, abet, or act in conspiracy with another to violate any part of this agreement.

Violation of this agreement may result in cancellation of access, and also lead to reprimand, suspension, dismissal and/or termination consistent with university policy.

I have read and agree to abide by the above principles and requirements:

Print name legibly: \_\_\_\_\_ Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit original form to the Office of Faculty Affairs (ADM 204, MC 4019). You should receive an email with your username, password and login instructions in three to five business days upon confirmation of receipt of your form. Retain a copy of this form for your records.*

---

Office of Faculty Affairs Use Only – Confirmation of user's access



# Appendix B: New Faculty Search Request Form



## Faculty Search Request Form New I/TT (or Full-time Teaching) Faculty Hires

OFFICE OF THE DEAN

**Submitted by:** (Name & Department):

**Provide the following regarding your new-faculty request:**

**Position (circle one):**  I/TT  Teaching

**Rank:**

**Estimated Start Date:**

**Proposed Salary Range:**

**Research (for I/TT only):** Describe the research area of the new position and how hiring in this area advances the strategic vision of the department and of the school. Attach a document that articulates the department's strategic vision. Address the following specifically, referring to the strategic visions and the department hiring plan, as appropriate.

1. What is new and exciting in this area, and why should the school hire in this area?
2. What is the relevance (scholarship, extramural funding potential, growth) to current and future (5 years from now) global research trends for hiring in this area?
3. How will existing strengths in the department, across the school or the university, be leveraged with this hire? Specifically, comment on other Viterbi departments and ISI (if applicable).

**Teaching and Degree Programs:** Describe specific teaching needs that the new faculty hire is expected to satisfy and the potential impact of the hire on new program innovations. (Note: It is expected that faculty can teach any undergraduate course in their major.) Which/how many Part-time Lecturers will the new hire replace?

**Replacement vs. Growth:** Is this a new position to be budgeted or a position already budgeted that will be vacated in the near future due to upcoming attrition? In the case of upcoming attrition, specify the timing and who is being replaced.

**Space:** Describe the amount and type (wet, dry) of research space needed and the department's plan to accommodate it. Separately describe basic individual lab space, flexible lab space, shared lab space, core lab space and research office space needs. Keep in mind the metrics for space described in the Viterbi SoE Research Space Guidelines document.

**Estimated Start-up Budget:** Provide estimated start-up funds needed, including equipment, etc.

**Other Resources:** What other resources (e.g., departmental staff) will be needed to accommodate this hire? (Also, please let Dean's Office know early of any dual career requirements.)

**Search Process:** Describe the search process you will follow, including advertisements/publicity, recruitment, and interviews (formal and informal) for filling the position. Describe how the Provost's annual call to "cast the net widely" in faculty searches will be addressed.

1. What is the plan for identifying and pursuing viable "transformative" hires—persons (possibly associated cluster) who can have a transformative effect on the department, school, and university? What steps have already been taken to identify potential candidates?
2. What specific actions will be taken to ensure a broad, fair, and inclusive search that will produce a high-quality and diverse pool of candidates from top departments, including highly qualified underrepresented minority (URM) and women candidates?

**Other Comments:**

## Appendix C: VSoE WD/PA7 Requisition

### WD Job Position/PA7 Requisition (to be used for full-time faculty positions)

Hiring Department: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_

Supervisory Org (Department Chair)	
Job Code – Job Profile	
Business Title (University Directory)	
Job Location (full name of building)	
Recruiting Start Date	
Target Hire Date (1/1 or 8/16)	
Region (10-digit department number)	
Is this requisition to be used for multiple hires?	
Salary	

**Please email the following when submitting this form:** (1) Faculty Job Announcement Word document approved by Vice Dean for Faculty Affairs (2) Preferred or Minimum Education and Experience

**Provide names of Search Committee Members and Chair (for full-time T/TT, Research and Teaching searches):**

\_\_\_\_\_

**Comments:**

\_\_\_\_\_

**Approvals:**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Office: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Office:		
Date:		
Workday Requisition # Req#	Workday Position # P#	Final Candidate's Name:

12/2015



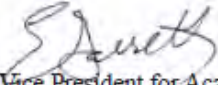
## Appendix D: Casting the Net Widely



Office of the Provost  
Elizabeth Garrett  
Provost and Senior Vice President  
for Academic Affairs

### MEMORANDUM

To: Academic Deans

From: Elizabeth Garrett   
Provost and Senior Vice President for Academic Affairs

Date: August 13, 2014

Subject: Casting the Net Widely

USC's strategic vision calls for us to "create a transformative faculty whose scholarship crosses disciplinary boundaries and whose energy sparks intellectual creativity across our campuses." We are fortunate to have many current outstanding faculty who are leaders in their fields and are generating important research and creative work. As we continue to build on our strengths, we will continue to attract and recruit other top scholars of similar caliber.

To do so, we must actively seek to identify and develop a qualified and diverse pool of candidates. We must continue to reach out proactively to candidates from under-represented groups and encourage them to apply. We have long valued diversity across many dimensions. As an academic community in a vibrant urban setting, we draw on the riches and resources of a diverse faculty and student body. We remain committed to providing equal opportunity for outstanding women and men of every race, creed, and background.

Beth E. Meyerowitz, vice provost for faculty affairs, is available to consult with academic deans, department chairs, and faculty search committee chairs to develop recruitment ideas related to generating a strong and diverse pool of candidates for open positions. She also is available to speak with recruits to give a perspective on the welcoming climate of the campus and city.

In addition, a group of senior faculty has been brought together to serve as liaisons to department chairs, search committee chairs and dean's offices to help support this initiative. The list of these faculty members is attached. A required meeting of department and/or search committee chairs with members of this group of faculty liaisons will take place on **Wednesday, September 24, from 2:00-4:00 pm in the Board Room of the Davidson Conference Center**. This meeting will provide information to chairs about best practices in hiring from our distinguished group of faculty who have academic interests in diversity and inclusion.

The following is a compilation of best practices for recruitment strategies. I ask deans and search committees to consider which strategies will work best for their needs.

University of Southern California  
Bovard Administration Building, Suite 102, Los Angeles, California 90089-4019 • Tel: 213 740 2101 • uscprovost@usc.edu • www.provost.usc.edu

**Posting**

- Discuss the strategies for outreach the school will use each year to identify qualified candidates from under-represented groups.
- Ensure that every search committee and every promotion and tenure committee has members who will provide a variety of informed points of view about each candidate.
- Make sure that every open position is advertised. Almost all disciplines have specified outlets likely to reach minorities and women, and these should be used in the search process.

**Identification of Candidates**

- Be proactive and creative in seeking out strong potential candidates and encouraging them to apply.
- Make personal contact at professional meetings and conferences with women and under-represented minority faculty who are potential candidates or referral sources.
- Recruit a diverse population of postdoctoral fellows and be willing to consider them appropriately for faculty appointments.
- Hold a seminar series or other activities that bring to USC postdoctoral fellows for informational visits that also provide advanced identification of potential candidates.

**Recruitment**

- Call or speak in person with women and minority senior scholars to request recommendations for candidates.
- Stay in frequent contact after extending an offer and find out what alternative opportunities the candidate has, so that your offer stays competitive at all times.
- Offer the assistance of one of the relocation services with which the university contracts to explain to candidates and families the characteristics of neighborhoods, schools, and housing.

Thank you for your efforts to cast the net widely in all recruitment and hiring activities.

cc: John Silvester  
Beth E. Meyerowitz



**Casting the Net Widely  
Faculty Liaisons, 2014-2015**

**Sarah Banet-Weiser** ([sbanet@usc.edu](mailto:sbanet@usc.edu)). *Professor of Communication, USC Annenberg School for Communication and Journalism*

**Alice Echols** ([echols@usc.edu](mailto:echols@usc.edu)). *Barbra Streisand Chair of Contemporary Gender Studies and Professor of History, Director of Gender Studies, USC Dornsife College of Letters, Arts and Sciences*

**Henri Ford** ([hford@chla.usc.edu](mailto:hford@chla.usc.edu)). *Professor of Surgery and Vice Dean for Medical Education and Chair, Department of Medical Education, Keck School of Medicine of USC, and Children's Hospital Los Angeles (CHLA) Vice President of Surgery and CHLA Surgery Department Head*

**Leana Golubchik** ([leana@cs.usc.edu](mailto:leana@cs.usc.edu)). *Professor of Computer Science and Electrical Engineering, USC Viterbi School of Engineering, and Director of USC Women in Science and Engineering (WiSE) Program*

**Charles Gomer** ([cgomer@chla.usc.edu](mailto:cgomer@chla.usc.edu)). *Professor of Pediatrics, USC Keck School of Medicine*

**Jack Halberstam** ([halberst@usc.edu](mailto:halberst@usc.edu)). *Professor of American Studies and Ethnicity, Gender Studies, Comparative Literature and English, USC Dornsife College of Letters, Arts and Sciences*

**Andrea Hodge** ([ahodge@usc.edu](mailto:ahodge@usc.edu)). *Philip and Cayley MacDonald Early Career Chair and Associate Professor of Aerospace and Mechanical Engineering, USC Viterbi School of Engineering*

**Sherman Jackson** ([sajacks@usc.edu](mailto:sajacks@usc.edu)). *King Faisal Chair in Islamic Thought and Culture and Professor of Religion, USC Dornsife College of Letters, Arts and Sciences*

**David Kang** ([kangdc@usc.edu](mailto:kangdc@usc.edu)). *Professor of International Relations and Business, Director of the USC East Asian Studies Center, and Director of the USC Korean Studies Institute, USC Dornsife College of Letters, Arts and Sciences and USC Marshall School of Business*

**Steven Lopez** ([lopezs@usc.edu](mailto:lopezs@usc.edu)). *Professor of Psychology, USC Dornsife College of Letters, Arts and Sciences*

**Rhacel Salazar Parreñas** ([parrenas@usc.edu](mailto:parrenas@usc.edu)). *Professor of Sociology and Gender Studies and Chair of Sociology, USC Dornsife College of Letters, Arts and Sciences*

**Manuel Pastor** ([mpastor@college.usc.edu](mailto:mpastor@college.usc.edu)). *Professor of Sociology and American Studies and Ethnicity and Director of USC's Center for the Study of Immigrant Integration, USC Dornsife College of Letters, Arts and Sciences*

**Timothy Pinkston** ([tpink@usc.edu](mailto:tpink@usc.edu)). *Professor of Electrical Engineering – Systems and Vice Dean for Faculty Affairs, USC Viterbi School of Engineering*

**Camille Rich** ([cgrich@law.usc.edu](mailto:cgrich@law.usc.edu)). *Professor of Law and Sociology, USC Gould School of Law and USC Dornsife College of Letters, Arts and Sciences*

**George Sanchez** ([georges@usc.edu](mailto:georges@usc.edu)). *Professor of American Studies and Ethnicity and History and Vice Dean for Diversity and Strategic Initiatives, USC Dornsife College of Letters, Arts and Sciences*

**Nayan Shah** ([nayansha@usc.edu](mailto:nayansha@usc.edu)). *Professor of American Studies and Ethnicity and History and Chair of American Studies and Ethnicity, USC Dornsife College of Letters, Arts and Sciences*

**John B. Slaughter** ([jslaught@usc.edu](mailto:jslaught@usc.edu)). *Professor of Education and Engineering, USC Rossier School of Education and USC Viterbi School of Engineering*

**David Sloane** ([dsloane@usc.edu](mailto:dsloane@usc.edu)). *Professor of Public Policy and History, USC Price School of Public Policy and USC Dornsife College of Letters, Arts and Sciences*

**David Treuer** ([treuer@usc.edu](mailto:treuer@usc.edu)). *Professor of English, USC Dornsife College of Letters, Arts and Sciences*

**Francisco Valero-Cuevas** ([valero@usc.edu](mailto:valero@usc.edu)). *Professor of Biomedical Engineering, USC Viterbi School of Engineering*



## Appendix E: Terms of Offer Form

Departments: please enter data in the unshaded area.

VSoE FACULTY TERMS OF OFFER FORM				
Start Date				
Deferred/Advanced Start Date				
Tenure Decision Date, if applicable:				
Name (Last, First M)				
Current Mailing Address				
Current email address:				
Appointment/Title				
Appointment Percentage		100%		standard offer parameter
Academic Dept				
Joint Appointment: School and/or Department (if applicable)				
	\$ Value/Data	Fringe Benefits	Rate	Notes
Core Salary	\$0.00	\$0.00	33.5%	
Named Chair Stipend (9 months)	\$0.00	\$0.00	33.5%	
Any Other Stipend(s) (full value)	\$0.00	\$0.00	33.5%	indicate 9 or 12 months
Start-Up (Discretionary Funds)*	\$0.00			
Number of Summer Months Support (year 1)	2			standard offer parameter
Number of Summer Months Support (year 2)	2			standard offer parameter
Total Summer Salary Support*	\$0.00	\$0.00	33.5%	
Shared Lab Equipment	\$0.00			
50% RAs Support	2			standard offer parameter
Yrs RA Support	2			standard offer parameter
RAs Stipends (50%)	\$117,600.00			\$29,400.00
Post-Doc or Other Personnel Support	\$0.00	\$0.00	22.5%	
Total Housing Support	\$100,000.00	\$33,500.00	33.5%	\$10k per year over 10 years forgivable loan
Space (sq.ft., wet/dry)				
Travel House Hunting	\$2,500.00			standard offer parameter
Relocation	\$7,500.00			standard offer parameter
Other (dollar costs)	\$0.00			
Total	\$227,608.00	\$33,500.00		
Provost (Dean's Office Use Only)				
WiSE (Dean's Office Use Only)				
Total from WiSE and/or Provost	\$0.00	\$0.00		
Totals Minus Provost & WiSE Support	\$227,608.00	\$33,500.00		
Package % VSoE	100%	100%		standard offer parameter
Total VSoE Commitment	\$227,608.00	\$33,500.00		
Fringe	\$33,500.00			
Total VSoE Commitment	\$261,108.00			
<b>Other Considerations (e.g., spousal hire commitments, etc.):</b>				
Deadline to Accept Offer:				
Required Signatures:				Date
Department Chair Name				
Dean's Office				
* Total both lines for total of miscellaneous expenses "Start-up" in Offer Letter.				

# Appendix F: Recommendation for Appointment Form

## UNIVERSITY OF SOUTHERN CALIFORNIA

RECOMMENDATION FOR APPOINTMENT DATE: \_\_\_\_\_  
School Viterbi School of Engineering Second School \_\_\_\_\_  
Department \_\_\_\_\_ Second Dept. \_\_\_\_\_

NAME \_\_\_\_\_  
Terminal Degree \_\_\_\_\_ Date \_\_\_\_\_ Institution \_\_\_\_\_  
Proposed Rank and Title \_\_\_\_\_ With Tenure? \_\_\_\_\_  
*(indicate if appointment is Visiting, Clinical, Research, etc.)*

- |                                    |  |   |
|------------------------------------|--|---|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Fiscal Year   | <input type="checkbox"/> Fall Semester Only   |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Academic Year | <input type="checkbox"/> Spring Semester Only |

Title of concurrent administrative appointment, if any \_\_\_\_\_  
Present Position \_\_\_\_\_ With Tenure? \_\_\_\_\_  
Institution \_\_\_\_\_  
First Term at USC to begin \_\_\_\_\_  
Number of years accumulated towards tenure at other institutions \_\_\_\_\_  
Date of Mandatory Decision on tenure at USC \_\_\_\_\_  
Name of mentor(s) initially designated for career oversight of junior faculty: \_\_\_\_\_

Contact Information \_\_\_\_\_  
*(Phone)* *(Email address)*

Dept. Chair _____	Date: _____
Dept. Chair _____ <i>(if joint or dual appointment)</i>	Date: _____
Dean _____	Date: _____
Dean _____ <i>(if joint appointment)</i>	Date: _____
President _____	Date: _____

## Appendix G: Viterbi Best Practices

**Goal: Recruit, hire, develop, promote, reward, and retain world-class, diverse faculty who are innovative, respected, prolific and fully engaged in the mission of the school and university**

- Position the school to become “top choice” for faculty everywhere- recruits and our faculty
- Search process reflects on Viterbi and USC
  - Project positively our standards, values, culture, collegiality, vibrancy, leadership, excellence, professionalism
- Excellence and diversity are fully compatible, intertwined: provide richer, broader scholastic environment
  - USC’s standing practice: *Pursue Excellence and Diversity Simultaneously* by “casting net widely”
  - Faculty who were hired Fall’05-Sp’15: ~80 new T/TT faculty, ~28% women (22), ~13% URM (10)
  - Increasingly diverse faculty hiring has come with increasing excellence as measured by national awards received: Hires Fall’05-Sp’15: 21 Career/YIA (8 women, 2 URM), 3 PECASE (2 wo.), 8 TR35 (5 women), many other awards of excellence received by recent hires
- \* ***Guiding Principle: Every person hired should know that (s)he was hired because (s)he was the best person for the position: evaluated on scholarship, qualifications, fit, and potential academic role***
- \* ***Guiding Principle: Candidates should emerge from search process holding Viterbi and USC in higher regard than before initial contact, and be more likely to accept offers made –best practice***
- \* ***Faculty Search Guidelines & Best Practices:***
  - Hiring consistent with *department strategic vision*. Why?
    - a) Hiring top candidates more successful when direction of dept is made clear
    - b) Cluster hiring more viable when aligned with dept and school vision
    - c) Sharing of research infrastructure and space facilitated by strategic planning/visioning
  - Consistent, thorough, fair and inclusive searches (“cast net widely”)
    - a) Compose diverse, proactive search committees
    - b) School: NSBE, SHPE, SWE magazine ads; MinorityPostdoc.org; Chronicle of Higher Ed.
    - c) Dept: discipline-specific ads; contact chairs, URM/women faculty & PhD candidates (best paper/thesis award winners, NSF Grad Fellowship winners,...); seek out candidates at conf’s
  - Organized search processes – note various check-points for Dean’s approval; cmt’e assessment
    - a) Follow an established timeline; FAM on-line application submission and review process
    - b) Informative interview schedule (relevant, interested faculty); timely correspondences
    - c) Dean’s Office interviews: Yannis, Linda (if lab space needed), Timothy; others are optional
  - Transformative and Interdisciplinary Hiring - aggressive, ambitious, sustained initiatives
    - a) Provost Faculty Hiring Initiative in the Sciences and Engineering (“Transformative” hires)
  - School-wide advisory committee for “Transformative” hires
    - a) Coordination between dept chairs and search committees in identifying, reviewing, and recommending transformative faculty candidates that best advance strategic goals and position us to reach higher levels of excellence
  - Dean’s Co-sponsorship of Invited Seminar Speakers - informal visits by potential candidates
  - WiSE Support for Facilitation Diversity in Faculty Searches - informal visits; dual career situations

## Appendix H: WiSE Representation on Faculty Interviews

### Including WiSE Representation on Faculty Interviews/Pre-interviews

#### Interviews:

We suggest participation of members from two sets of women faculty: (1) a representative of the Provost's WiSE program (2) a WiSE faculty member connected to the research area of the candidate or a VSoE WiSE faculty member. Note that the WiSE faculty member's presence is to provide insight into being a WiSE faculty member and researcher at USC (or specifically VSoE) and to discuss possible collaboration. Ultimately, the goal of the WiSE faculty is to promote USC as a good place for research and as a place that provides a supportive and energetic environment for future WiSE faculty. Note that a rule of thumb for the participation of the Provost level WiSE representatives (Golubchik and Hirsch) is that if Dean Yortsos is on the schedule, then it is appropriate for one of them to be on the schedule as well.

- 1) Official WiSE Representatives:
  - a. Leana Golubchik, Director of WiSE and Judith Hirsch, Chair, WiSE Advisory Board
  - b. (if the above are unavailable) Ellis Meng, Chair, VSoE WiSE Committee
  - c. Contact Sarah Fried-Gintis, WiSE Program manager ([sfried@usc.edu](mailto:sfried@usc.edu)) and carbon copy Leana Golubchik ([leana@usc.edu](mailto:leana@usc.edu)), Judith Hirsch ([jhirsch@usc.edu](mailto:jhirsch@usc.edu)), and Ellis Meng ([ellis.meng@usc.edu](mailto:ellis.meng@usc.edu)).
- 2) WiSE Faculty
  - a. Please see the attached list of WiSE tenure track and tenured faculty members. Note that faculty from both the College and VSoE are included as a number of the candidates being considered have interdisciplinary interests and thus faculty from outside of VSoE might provide the best match with regards to research.
  - b. For WiSE faculty participation, from the provided list, determine who makes the best match and contact that faculty member directly. Please carbon copy Ellis Meng. If you are unsuccessful in finding a WiSE faculty member, contact Ellis Meng and she will facilitate.

#### Pre-interviews (Informal Interviews):

Here, participation by **one** WiSE faculty member is all that is necessary. Also note that for WiSE faculty, a formal interview slot may not be necessary and the faculty member can participate through attending lunch, etc. It is suggested for senior hires (i.e. with tenure) that there be VSoE WiSE committee participation.

- 1) Ellis Meng, Chair, VSoE WiSE Committee
  - a. If unavailable, VSoE WiSE Committee: Murali Annavaram ([annavara@usc.edu](mailto:annavara@usc.edu)), Electrical Engineering; Burcin Becerik-Gerber ([becerik@usc.edu](mailto:becerik@usc.edu)), Civil and Environmental Engineering; Minlan Yu ([minlanyu@usc.edu](mailto:minlanyu@usc.edu)), Computer Science.
  - b. Note: WiSE Advisory Board: Linda Duguay ([duguay@usc.edu](mailto:duguay@usc.edu)), Biological Sciences; Henryk Flashner ([hflashne@usc.edu](mailto:hflashne@usc.edu)), Aerospace and Mechanical Engineering; Leana Golubchik (ex-officio) ([leana@usc.edu](mailto:leana@usc.edu)), Computer Science; Malancha Gupta ([malanchg@usc.edu](mailto:malanchg@usc.edu)), Chemical Engineering and Materials Science; Julie Higle



([higle@usc.edu](mailto:higle@usc.edu)), Industrial and Systems Engineering; Urbashi Mitra ([ubli@usc.edu](mailto:ubli@usc.edu)), Electrical Engineering; Susan Montgomery ([smontgom@math.usc.edu](mailto:smontgom@math.usc.edu)), Mathematics; John Platt ([jplatt@usc.edu](mailto:jplatt@usc.edu)), Earth Sciences; Hanna Reisler ([reisler@usc.edu](mailto:reisler@usc.edu)), Chemistry.

c. Note: Dornsife WiSE Committee: Jill McNitt-Gray ([mcnitt@rcf.usc.edu](mailto:mcnitt@rcf.usc.edu)), Biological Sciences and Biomedical Engineering; David Bottjer ([berelson@usc.edu](mailto:berelson@usc.edu)), Earth Sciences and Biological Sciences; Jessica Parr ([parr@usc.edu](mailto:parr@usc.edu)), Chemistry; Gary Rosen ([grosen@usc.edu](mailto:grosen@usc.edu)), Mathematics

d. Contact Ellis Meng or the WiSE faculty member directly. Again, as above, if contacting a WiSE faculty member directly, please carbon copy Ellis.

2) WiSE Faculty

a. See above.

3) Note that if we cannot organize a meeting while the pre-interview candidate is on campus, a telephone interview can be arranged.

**Procedural Notes:**

- 1) The earlier a WiSE faculty member is contacted, the more likely you will get good participation. Two to three weeks in advance is recommended. At that time, the WiSE faculty can let you know of her/his availability from which a schedule can be drawn. The more constrained the request (we only have 3-3:30pm on Tuesday available), the more challenging it will be to ensure participation. Typically each year there is at least one search per VSoE department and if multiple WiSE candidates are seen, this can be quite a few interviews. Consider WiSE faculty from all ranks and from all departments in order to share the load.
- 2) If you have WiSE faculty in your department, please ensure that they are apprised of your search activities even if they are not on the search committee or in the area in which you are searching. They are the most likely to be invested in participating in the interview process and can give the most accurate information of what it is like to be a member of your department's faculty. Note that for faculty on leave, one cannot officially request participation in the daily life of the department; however, most WiSE faculty are committed to increasing diversity and thus they can be asked if they have interest in participating and they can define how they wish to participate.
- 3) Please provide all WiSE participants with a copy of the candidate's materials (CV, research statement, teaching statement, etc.). Please also provide Ellis Meng with these items.
- 4) Please document all of your interview/pre-interviewing efforts with regards to WiSE hiring. WiSE is continually seeking funding to augment its existing programs and since the number of our WiSE faculty is so far below national average, we are often at a disadvantage in terms of requesting such funds. Documentation of our efforts to ameliorate this discrepancy improves our chances in securing additional funds and resources.
- 5) Note that the WiSE faculty will be providing feedback to the Provost level and VSoE level WiSE committees which will be used to determine whether WiSE will provide funds towards the start-up packages for these candidates.




## Appendix I: Provost's Assistant Professor Fellowship



OFFICE OF THE PROVOST  
Michael W. Quick, Ph.D.  
Provost and Senior Vice President  
for Academic Affairs

### MEMORANDUM

To: Deans and Faculty

From: Michael W. Quick   
Provost and Senior Vice President for Academic Affairs

Date: October 7, 2015

Subject: Provost's Assistant Professor Fellowship

I am pleased to announce the continuation of the Provost's Assistant Professor Fellowship. This program provides one year, before the tenure probationary period begins, for new faculty to pursue scholarship. The goal of the fellowship is to give scholars time to transform their strong scholarship into extraordinary scholarship by the time of the tenure review. Ambitious and cross-disciplinary projects can require additional time, skills, and resources to become influential projects. This year will not be counted as part of the tenure probationary period by the department or university. By fostering the growth of scholars early in their careers, USC hopes to open paths to new studies, questions, and experiments that will further cement our university's reputation as an academic leader.

The Provost's Assistant Professor Fellowship especially seeks applicants who contribute to diversity and equal opportunity at USC. Scholars' contributions to diversity may be evident in a variety of ways. Contributions might include scholarship focusing on underserved populations or societal inequalities. Faculty might bring to their research diverse perspectives that stem in part from their non-traditional educational backgrounds or from experiences as members of groups historically underrepresented in higher education.

This program encourages interdisciplinary projects that expand or transcend traditional fields of scholarly inquiry, digital scholarship that encompasses new approaches to questions, and the pursuit of scholarly questions in an area adjacent (or even non-adjacent) to the candidate's current field of study. Research may also include time-intensive activities that would be difficult to pursue, such as additional data gathering or research in distant archives, while handling the teaching and service responsibilities of a tenure-track faculty member.

The Office of the Provost will help support the recipients of this fellowship by providing a research stipend of \$20,000 and a portion of the faculty member's salary.

Deans will nominate candidates for consideration for this fellowship. Eligible scholars are those to whom an offer of employment will be made at the beginning assistant professor level. A faculty committee of leading scholars will discuss nominations and select a maximum of four recipients of

University of Southern California

3551 Trousdale Parkway, Suite 102, Los Angeles, California 90089-4019 • Tel: 213 740 2101 • [uscprovost@usc.edu](mailto:uscprovost@usc.edu)



the fellowship for the 2015-2016 academic year. The committee will choose fellows on a rolling basis to accommodate the different hiring timelines of the disciplines across the University.

Please forward any inquiries to Elizabeth Graddy, Vice Provost for Academic and Faculty Affairs, at [vpafa@usc.edu](mailto:vpafa@usc.edu).

cc: C. L. Max Nikias  
Ginger Clark  
President's Cabinet  
Provost's Cabinet  
Academic Senate  
Vice Deans of Faculty